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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

DECEMBER 8, 1988

SOUTHEAST COMMUNITY FACILITY BUILDING

1800 OAKDALE AVENUE

SAN FRANCISCO, CALIFORNIA 94124

AGENDA

3:00 P. M. . . . . ROLL CALL AND INTRODUCTIONS

OVERVIEW . . . . . MR. RUDOLF NOTHENBERG, CHIEF ADMINISTRATIVE OFFICER

ELECTION OF CHAIRPERSON . . . . . .

DRAWING OF LOTS FOR TERMS . . . . . .

ESTABLISH MEETING SCHEDULES . . . . . .

OPEN AGENDA . . . . . .

4:00 P. M. . . . . .ADJOURNMENT TO TOUR OF SOUTHEAST COMMUNITY FACILITY AS REQUESTED . . . . . .

SOUTHEAST COMMUNITY FACILITY COMMISSION

December 8, 1988

The Minutes of this meeting are missing.

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SOUTHEAST COMMUNITY FACILITY COMMISSION

January 12, 1989

The Agenda of this meeting is missing.

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
THURSDAY, JANUARY 12, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Thursday, January 12, 1989 at 6:10 p.m.

II. ROLL CALL

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Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: R. Todd Cockburn, Executive Director of Clean Water Program (CWP); Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, Southeast Community Facility Manager; Cheryl Towns, Public Information Officer; Reverend John H. Lane, President of Bayview-Hunters Point Ecumenical Council; and Liz Palega, Secretary, Southeast Community College Center/Acting Secretary, Southeast Community Facility Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Jackson and carried to adopt minutes of December 8, 1988.

IV. COMMUNICATIONS

Mr. Cockburn discussed communiques that were sent to Commissioners for their perusal:

a) AARP Tax-Aide Program - Requested space in the building to provide free assistance in the preparation of income tax forms. Services will be extended to senior citizens, low income taxpayers and the handicapped. Since this will be on a temporary basis and not ongoing, Mr. Duncan suggested using the vacant senior area. Mr. Cockburn added that the Commission can comply with this request because AARP is a non-profit organization providing its services free.

b) Meeting Room Rental - Any money received has to go through the appropriate City channels and deposited in designated areas. The Commission cannot open a special account and draw against it.

Mr. Cockburn proposed that this be part of the agenda for the next meeting, by which time, fee schedules and insurance policies would be available.

c) Sections of the City Charter and Administrative Code have been duplicated and distributed among the Commissioners for their perusal.

d) Memorandum from Burk Delventhal, Deputy City Attorney, related to quorum, have been distributed among the Commissioners for their perusal.

Mr. Cockburn introduced Mr. Harry Quinn, Representative of the Department of Real Estate, to explain procedures for fee schedule. There was a lengthy discussion on this topic and the Commission addressed issues of concern:

a) Guidelines, restrictions or deferments as far as the Commission's ability to allow people to utilize space in the building. The Commission has at their disposal, the community facility and unleased portions of the building that are still vacant.

b) Adoption of a fee schedule. If the Commission and Director of Property decide to have a fee schedule, they would have to develop one to accommodate community-based organizations, non-profit organizations, City agencies, City-sponsored agencies, and private/personal usage. Also, the fee schedule would have to concur with the City Attorney's demands.

Mr. Quinn will assist the Commission in completing appropriate forms and advising them of requirements. He suggested setting up a rate for the non-profit organizations, which would include guidelines that qualify them. Neighborhood organizations would have to be reviewed for eligibility of reduced rates. The Commission should make sure that they have qualifications and guidelines, before it is determined which agency fits under the non-profit category. The key to acquiring this information is the tax exempt status with IRS.

Mr. Pitcher will provide the guidelines that other community organizations use to determine their rate structure. (S.F. Unified School District was recommended)

c) Acquisition of liability insurance. The City is self-insured, which means that the building is not insured. When a group or individual wants to utilize any subsidiary facility, they are required to supply liability insurance. Most non-profit organizations that require use of outside facilities usually have liability insurance. Under the City Charter, when a City agency or City-sponsored function is conducted at one of its subsidiary sites, the City Department assumes the liability.

d) Accommodations for use of the community facility. For the past year, use of the facility has been free and on an informal basis. Mr. Duncan has been monitoring the community facility and charging only for maintenance/clean-up. This facility was built for the people of this community, and one of the conditions for the usage is to assure that the place is kept clean, the furniture/equipment are stored in the appropriate places, and security is provided for the maintenance of the building.

Persons who have requested use of the facility have been sent letters informing them that there is no rental fee; however, once the Commission is established, there may be different requirements. When the Commission and Director of Property determine the rental fees and/or requirements, they will be notified.

e) Selection of the types of activities to be allowed usage of the community room. There is a neighborhood community facility in Hunters Point that accommodates personal usage. The lack of a fee being charged for using the community room has resulted in business being taken away from other neighborhood community facilities. It was pointed out that although there has not been a fee attached, community groups have the right to use this facility under the present criteria. It was also mentioned that the Commission should not get involved in providing business referrals for neighborhood facilities and taking away from its responsibility to this facility.

Commissioner Palega thanked Mr. Quinn for the helpful information he provided. Commissioner Jones stated that if further discussion on rental fees is required, it can be placed on the agenda for the next meeting. Mr. Pitcher volunteered to acquire the necessary information to be discussed.

V. DISCUSSION - RULES OF ORDER FOR SECF COMMISSION

Mr. Cockburn asked the Commissioners to review the January 12th draft of Rules of Order that was distributed. The draft has already been reviewed by the City Attorney's Office. Mr. Pitcher and Ms. Towns were responsible for consolidating the appropriate portions of bylaws from other agencies/commissions and pertinent information from the City Charter and Administrative Code requirements. Mr. Cockburn suggested that additions/changes be finalized that day, so that the draft could be submitted to the City Attorney's Office for review. The Commission can adopt the Rules of Order at the next meeting.

Commissioner Palega thanked Mr. Pitcher and staff for providing the Rules of Order for the benefit of the Commission. A motion was made by Commissioner Palega and seconded by Commissioner Jackson to accept the Rules of Order; however, when Commissioner Jones asked if the Commissioners wanted more time to peruse and discuss the Rules of Order, they entered a discussion.

Mr. Cockburn clarified certain items that could not be changed:

a) The City Charter requires that all Commissions, appointed Boards, etc. must always have a quorum when conducting official business. In this case, a quorum must be half plus one (4).

b) The City Administrative Code requires that space be provided on the agenda for a public forum.

c) The Commission is always subject to the Brown Act and the City Charter.

All other items, for example, number of meetings to be held, unauthorized absences, etc. are left up to the discretion of the Commission. Mr. Cockburn suggested that the Commission keep the Rules of Order simple to start and add changes as the need arises. Discussion of proposed amendments were as follows:

a) Vote Required, Page 2, Rule 5. Mr. Duncan proposed that instead of 4 members be required for the passage of any resolution or any other motion--it should be the majority present. Mr. Cockburn stated that this cannot be changed. It is a City Charter requirement. The Commission has to have the full majority for this. If there are only four Commissioners present, all must agree on an item before passage. This is one of the reasons why attendance is very important.

ACTION: No amendment was made.

b) Regular Meetings of the Commission, Page 3, Rule 8. Commissioner Jones requested clarification on the meeting schedule set by the Commission. Mr. Pitcher replied that the Commission can meet as many times as desired, however, regular meetings should be specified (at least one meeting per month).

ACTION: No amendment was made.

c) Special Meetings of the Commission, Page 3, Rule 10. Commissioner Ettinger asked that the notice be changed to reflect 48 to 72 hours. He requested specifications of what constitutes a special meeting. Mr. Cockburn replied that there has to be some way of communicating to resolve issues that require immediate attention, discussion or action. A special meeting is usually at a prompt notice.

ACTION: No amendment was made.

d) Attendance at Meetings, Page 4, Rule 13. Commissioner Jones wanted to add unexcused absences. Mr. Cockburn explained that if a Commissioner gives notice that he/she cannot attend a meeting--then under Roll Call, it will be specified as excused absences. The Commissioners can have a voice vote to authorize the excused absence. The only time this is really enforced is when a member is just not attending. The Commissioners were reminded that they are responsible for authorizing

absences and this would have to be included as part of the agenda routine.

ACTION: No amendment was made.

e) Order of Business, Page 5, Rule 6. Commissioner Jones wanted to add Approval of Agenda because there may be times that the Commissioners may want to add an agenda item, after the agenda has been mailed. Mr. Cockburn replied that this would be acceptable, under #4 or under New Business.

ACTION: Approval of Agenda to be added.

f) Privilege of Floor, Page 6, Rule 20. Commissioner Ettinger asked for clarification of procedures for public comment. Mr. Cockburn stated that the public comment or forum can also be added to the agenda. He suggested that on any item that the Commission votes on, which involves policy--the Commission can invite comments from the public. A public forum is anything that the public wishes to address to the Commission, whereas, agenda items involve just the Commission. The public is free to speak on any item, provided the specified procedures have been met.

ACTION: No amendment was made to the above item. Public Forum to be added to agenda.

g) Minutes of Proceedings, Page 7, Rule 21. Commissioner Madison proposed copies of the official minutes that are sent to the Mayor, should also be forwarded to the Commissioners. Commissioner Jones also added that minutes should be sent at least 10 days, prior to the next scheduled meeting.

ACTION: Amendment to reflect, ...and a copy thereof for each meeting shall be forwarded promptly to the Mayor and Commissioners.

Commissioner Palega amended the motion that the Commission add the amendments that were reinstated, and move for approval of Rules of Order. Rules of Order were passed with necessary changes. Commissioner Jones indicated that since the new rules have been adopted, there is an office of Vice-Chairperson that needs to be elected. Commissioner Jackson nominated Commissioner Palega, seconded by Commissioner Garlington and it was unanimously approved by the body.

Mr. Cockburn stated that the Commission should officially establish the next meeting date. A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to hold the next special meeting on Wednesday, January 25, 1989. There was a short discussion as to whether 6:00 p.m. was feasible for all the Commissioners. Mr. Pitcher reminded the Commissioners of the commitments in the Brown Act, in that once a meeting time has been established, the Commission must hold to that time. It was decided by the

Commission that 6:00 p.m. would be the official time of each meeting.

Commissioner Jones commended Mr. Pitcher and staff for their diligent work in preparing the Rules of Order.

VI. NEW BUSINESS

Commissioner Garlington addressed the issue of cost per square footage and rental fees for the facility. Mr. Cockburn and Mr. Quinn gave the following summary in regard to the facility:

a) Senior Area. The Senior Escort Service area is approximately 900 to 1,000 square feet. The remaining vacant area is about 3,000 to 3,500 square feet, including kitchen area. Based on the Clean Water Advisory Committee's recommendation two years ago, the charge was 34¢ per square foot. The vacant senior area's rental fee will be approximately $850 per month, which was established at the rate of 34¢ per square foot. This cost would cover all the expenses and maintenance of that particular area.

b) Child Care Area. On a normal basis, the cost per square footage is 34¢, however, the child care area falls in a very unique category. Special accommodations to help a child care center exist and stay afloat might be considered as opposed to a flat rate fee. Presently, there has been no rental fee established.

It is Mr. Quinn's understanding that by state law, the space provided for child care can only accommodate approximately 24 children. However, Mr. Duncan indicated that currently it is 24, but there is room for expansion. Commissioner Jones added that the age factor is one of the determinants in considering the number of children the facility can accommodate.

Commissioner Palega requested background data regarding cost, the City Attorney's policies of rentals and potential tenants, and the requirements of the City from the Commission. This would be helpful in determining the nature of the policy to set for the rentals. Commissioner Palega suggested that a further discussion of this matter should take place at the next meeting. Mr. Cockburn proposed developing an abbreviated history to explain the intended use of the building.

Commissioner Garlington inquired about applicants on file for the child care and senior areas. Mr. Quinn indicated that there are four (4) applications on file:

a) Child Care area. Three (3) have applied (one from the Postal Service for their employees and the other two are individuals with child care experience). The major problem with these applicants is funding.

b) Senior Citizens area. The Bayview-Hunters Point Multipurpose Senior Center is the only applicant.

Commissioner Palega noted that the Commission must establish the criteria for the kinds of programs they want in the building, before they can consider the applications on file. Commissioner Jones concurred with Commissioner Palega, and suggested that the process for the selection of tenants for the senior and child care areas be placed on the agenda for the next meeting. Commissioner Madison stipulated that before this can be resolved, the Commission must acquire the background data and establish an announcement procedure to inform the public that the Commission is soliciting proposals. Mr. Quinn noted that the public would have to be notified in the various local newspapers at least six (6) weeks prior to the meeting that the proposals would be discussed.

VII. PUBLIC COMMENTS

Reverend John H. Lane, President of Bayview-Hunters Point Ecumenical Council, commended the Commission for its efficient work. He further stated that he was pleased to observe that the Commission is established and performing its duties. He extended his congratulations to the Commission and best wishes for their future success.

VIII. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried for adjournment. Meeting adjourned at 7:35 p.m.

SOUTHEAST COMMUNITY FACILITY COMMISSION

January 25, 1989

The Agenda of this meeting is missing.

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
WEDNESDAY, JANUARY 25, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

I. CALL TO ORDER

The special meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Wednesday, January 25, 1989 at 6:13 p.m.

II. ROLL CALL

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Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: R. Todd Cockburn, Executive Director of Clean Water Program (CWP); Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, Southeast Community Facility Manager; Cheryl Towns, Public Information Officer; Duane Madison, resident; Rev. Eddie Welbon, BVHP Homeowners and Residential Community Development Council; Rufus Davis, resident; and Liz Palega, Secretary, Southeast Community College Center/Acting Secretary, Southeast Community Facility Commission.

III. APPROVAL OF AGENDA

Mr. Pitcher explained that the item of "Approval of Agenda" was removed from the agenda because of the Brown Act: "Legislative bodies" are required to post an agenda at least **72 hours** before meeting "in a location that is freely accessible to members of the public. (Section 54954.2)

Further comments of the above are mentioned under New Business.

IV. APPROVAL OF MINUTES

The January 12, 1989 minutes were not ready to be mailed before the meeting; therefore, the Commissioners requested time to peruse them. Commissioner Jones moved and it was unanimously carried to approve minutes.

V. DISCUSSION - COMMUNITY MEETING ROOM PROCEDURES

Mr. Cockburn asked the Commissioners to review the materials that Mr. Anthony DeLucchi, Director, Department of Real Estate had submitted,

upon their request. He suggested that the Commission appoint a committee to work with the Real Estate Department and the City Attorney's Office. The City's Real Estate Department policy is to require insurance. This is not a consistent policy among all City departments and agencies who rent out property. Mr. Cockburn felt that this needs to be examined, in terms of: a) what kind of burden is the Commission putting on people; and b) whether there is an alternative available. (For example, could the Commission purchase insurance and bill it out at a modest rate to those using the room?)

Commissioner Jackson moved to set up a committee which will report back to the full Commission with recommendations to develop procedures for the community meeting room--the motion was seconded by Commissioner Palega and approved unanimously.

Commissioner Jones requested volunteers for the Community Meeting Room Committee. Commissioner Brown, Commissioner Jackson and Commissioner Palega offered to serve. Commissioner Palega will chair the committee. The committee agreed to hold their first meeting on Tuesday, January 31st in the dining room, 6:00 p.m.

VI. DISCUSSION - CHILD CARE & SENIOR CITIZEN AREA VACANCIES

Mr. Cockburn indicated that the information pertaining to child care and senior citizen area vacancies are also included in the packet that was submitted by Mr. DeLucchi.

Commissioner Madison questioned whether there should be two committees formed: a) one to evaluate appropriate rental fees; and b) the other to evaluate the types of programs/activities to be housed in both areas. Commissioner Palega suggested establishing one committee to perform both functions.

Commissioner Jones requested volunteers to serve on such a committee. Commissioner Ettinger, Commissioner Garlington, Commissioner Madison and Commissioner Jones offered to serve. Commissioner Ettinger will chair the committee. The committee agreed to hold their first meeting on Wednesday, February 8th in the dining room, 6:00 p.m.

Commissioner Madison proposed inviting representatives from the Children's Council of S.F. and the Mayor's Office to give brief child care presentations. Commissioner Jackson stated that it would be more suitable to establish rental fees and programs, before inviting others to make presentations. The committee needs to devise some type of structure to present to interested parties.

Commissioner Jones concurred with Commissioner Jackson. She noted that in the background information packet, there is some type of criteria set up, based upon the community needs and desires.

Commissioner Madison clarified that the interested parties are not applying for a child care program in this facility. The Children's Council serves

as a clearing house for information on child care throughout the City. They are an advisory and assisting agency. From Commissioner Madison's observations, child care involves a lot of issues and he felt that additional assistance from people that have the expertise would be beneficial to the committee. Commissioner Jones added that she does have the expertise in this area and can be of assistance.

VII. EXECUTIVE DIRECTOR'S POSITION

Mr. Cockburn suggested that this item be held in executive session and deferred to the latter part of the agenda (before adjournment).

VIII. NEW BUSINESS

Mr. Cockburn indicated that at the last meeting when the Rules of Order were adopted, he misquoted that it was acceptable to include additions in terms of the agenda. He was informed by the City Attorney's Office that there cannot be items added to the agenda. Mr. Cockburn proposed that "Approval of Agenda" be deleted from the Rules of Order and to include this as an agenda item for the next meeting.

Mr. Cockburn asked that if it is permissible with the Commission to have the minutes hand delivered to their residence before the meetings? The Commissioners approved.

Mr. Cockburn asked for a decision on the AARP Tax-Aide Program's request for use of space in the building. An immediate response was required because they needed the space in February. A motion was made by Commissioner Palega, seconded by Commissioner Jackson and carried to permit AARP use of vacant senior area. After further discussion, an amendment to the motion was made: AARP is responsible for their own set-up and clean-up. Amendment to the motion was carried unanimously.

Mr. Cockburn reminded the Commission that when the committees are formed, they are subject to the same conditions in the Brown Act--time has to be allowed for posting in public facilities. Commissioner Ettinger questioned how the notification of meetings is presently handled. Mr. Pitcher replied that the official notices of the agenda are forwarded to community agencies and posted. The two areas identified for posting of these notices are the reception area of this facility and the main library.

Commissioner Brown indicated that the Brown Act requires 24-hour notices for special meetings. Mr. Cockburn recommended that even though it requires 24 hours, 72-hour notices would be more suitable. Commissioner Jones asked if the meetings are held more than once a month, could the notices be combined, or should they be treated separately?

Mr. Pitcher stated that once the City determines which newspaper to place the notices, the Commission is required to so adhere. Mr. Cockburn added that the public must have adequate notice of what decisions the Commission is going to make--allowing time for the public to have input.

IX. PUBLIC COMMENTS

Mr. Duane Madison requested that information discussed at the meetings be accessible to those not able to attend. Mr. Cockburn suggested keeping a copy of the minutes in the reception area of the college and posting them following the adoption of every meeting. Also, a copy of the minutes are to be posted at the Waden Branch Library.

Rev. Eddie Welbon extended an invitation to the Commission to attend the weekly meetings of the Bayview-Hunters Point Homeowners and Residential Community Development Council at Providence Church, Wednesdays, 1:00 p.m.

X. DISCUSSION OF EXECUTIVE DIRECTOR'S POSITION

Mr. Cockburn indicated that it is his understanding that discussions related to litigation or personnel can at the Commission's pleasure, be conducted in executive session or open session.

The Commission shall appoint an Executive Director. At present, Mr. Robert Duncan is functioning in this position, however, it is up to the Commission to retain him. Mr. Cockburn recommended establishing an announcement and selection process. He also recommended that the Commission follow protocol as far as posting the announcement (with job scope and relevant information) and soliciting resumes. There is a job description, but it was not available for the Commission to review.

Commissioner Palega asked if there has been anyone inquiring about the position? Mr. Cockburn and Mr. Pitcher, both replied "no." Commissioner Brown indicated that it would be inappropriate for the Commission to consider applicants without job specs, and Mr. Duncan, who has been filling the position should be given some consideration.

Mr. Cockburn suggested that his office prepare an announcement and solicit from the public-at-large. Commissioner Jones felt that the Commission should review the announcement before it is posted. Mr. Cockburn will have one prepared for the next meeting and at that time have an executive session. Commissioner Palega suggested receiving the draft prior to the next meeting so that they are able to finalize it at that time. Commissioner Jones asked that this be placed as the last item of the agenda at the next meeting.

XI. ADJOURNMENT

Motion was made by Commissioner Jones and unanimously carried for adjournment. Meeting adjourned at 7:06 p.m.

Next regular meeting of the Commission is February 9, 1989 and special meeting is February 22, 1989.

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

FEBRUARY 9, 1989

SOUTHEAST COMMUNITY FACILITY BUILDING

1800 OAKDALE AVENUE

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6:00 P. M.

SAN FRANCISCO, CALIFORNIA 94124

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS

V. RULES OF ORDER - AMENDMENT RULE 16

VI. COMMITTEE REPORTS

A. COMMUNITY MEETING ROOM

B. CHILDCARE & SENIOR AREA VACANCIES

VII. NEW BUSINESS

VIII. PUBLIC COMMENT

IX. EXECUTIVE SESSION -PERSONNEL

X. ADJOURNMENT

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
FEBRUARY 9, 1989
6:00 P. M.
1800 OAKDALE AVENUE, DINING ROOM
SAN FRANCISCO, CALIFORNIA

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FEB 22 1989

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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Thursday, February 9, 1989 at 6:15 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Sululagi Palega

Excused: Commissioner Scott Madison. A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to excuse Commissioner Madison from the meeting.

Others Present: Robert Badgley, Deputy Director, CWP; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, Southeast Community Facility Manager; Cheryl Towns, Public Information Officer; Liz Palega, Secretary, SECCC/Acting Secretary, SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to adopt the minutes of January 25, 1989.

IV. COMMUNICATIONS

Mr. Pitcher announced that the Bayview Repertory Theater Company had requested future use of the vacant senior area for office space. Commissioner Jackson proposed that since fee schedules have not been established and this was not the appropriate time to address rentals, the request should be forwarded to the Department of Real Estate for filing of application.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to refer the above matter to the Senior & Childcare Area Vacancies Committee.

Commissioner Jones suggested that a response be submitted to the Bayview Repertory Theater Company that their request has been forwarded to the Committee and the Commission is in the process of reviewing the regulations of how they plan to allocate this space.

V. RULES OF ORDER - AMENDMENT OF RULE 16

A motion was made by Commissioner Jackson, seconded by Commissioner Ettinger and carried to amend Rules of Order, Rule 16.

VI. COMMITTEE REPORTS

Chairpersons of both committees gave the following summaries:

a) Community Meeting Room - Commissioner Palega reported that the Committee met on January 31st, and has requested rules governing other City agencies and feedback from the Department of Real Estate concerning permits and requirements for monitoring the facility. After a lengthy meeting, it was decided by the Committee to reschedule another meeting for February 21st--by which time the documents would have been received and they would be able to make recommendations. (Details of meeting are on January 31st minutes)

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Brown and carried to accept Chairperson's report.

b) Childcare & Senior Area Vacancies - Commissioner Ettinger reported that the Committee met on February 8th, and have recommended that a public hearing on childcare be held on March 16, 1989, 6:00 p.m. Commissioner Ettinger addressed other issues. (Details of meeting are on February 8th minutes)

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Garlington and carried to accept Chairperson's report.

Further discussion of public hearing followed and it was noted that all public hearings should have the full participation of the Commissioners. The date of March 16th was not feasible for all Commissioners. It was suggested that the public hearing be changed to a regular meeting date of the Commission-- March 22nd was recommended. It was also suggested that the Commission hold their regular meeting on March 22nd (for about 30-60 minutes), followed by the public hearing. Mr. Badgley indicated that if the Commission sets a time for a public hearing and have public participation, the Commission should adhere to that time. He suggested having the public hearing

first to assure the meeting begins on schedule, followed by the Commission meeting, or suspending the Commission meeting if necessary. Commissioner Ettinger noted that the public hearing is a priority. Commissioner Palega suggested that if the Commission anticipates a large public involvement, then the regular meeting should be suspended and hold the public hearing at that time. However, if the Commission does not expect a large group, then the regular meeting should be held for about an hour, followed by the public hearing.

Commissioner Jones indicated that the subject of childcare will draw a large group of participants. It was suggested that notices of hearing be sent to:

a) all childcare providers in the area;

b) a representative from the Mayor's Office on housing, community development on part of their childcare component; and

c) a representative from the S.F. Children's Council.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Jackson and carried to suspend the regular meeting of the Commission on March 22, 1989.

The acoustics in the community meeting room are being placed-- it is anticipated that the public hearing can be held there. Commissioner Ettinger wanted some type of direction as to which persons to invite for the hearing. Mr. Pitcher suggested a mass mailing within the community. Mr. Badgley did not foresee a problem with providing monies and staff for the mailers.

Commissioner Jones clarified that the notices being disseminated does not mean that the Commission is debating whether or not they want a childcare center. The notices should be precise in describing the kind of information that is being sought from the public:

a) The childcare center is already here and is available.

b) Recommended age group to be served.

c) Will the residents participate in a program if it were available to them.

The Commission needs to be very careful when notices are sent because they do not want the public to mistake this hearing as a solicitation of proposals. The purpose of the hearing is to update data that was given in the initial planning/construction of this facility (the residents interested in this service and the need).

Mr. Pitcher added that other factors need to be considered, such as, what is the extent of the need of parents who have a desire for child-care facilities but do not have the opportunity because of financial constraints, educational pursuits, etc. Commissioner Palega indicated that it needs to be specified that the initial intent was to provide childcare for some of the residents attending programs in the immediate area. Mr. Duncan suggested that in order to properly control the discussion of the hearing, the notice should be in agenda form to apprise the public of the purpose and intent. Mr. Pitcher stated that the public should receive the notices at least three (3) weeks prior to the meeting. It will take the staff about two-three weeks to make the preparations.

Commissioner Jones stated that if the agenda format is going to be used the Committee would have to meet and discuss the items. Mr. Duncan proposed that the staff gather information from the last committee meeting and acquire the appropriate professionals in the field before the next Committee meeting. Commissioner Jackson stipulated that it was mentioned at the Committee meeting that a 30-day notice should be given, and with the mailers and posting, she wanted to make sure that there is sufficient time. The items of the agenda were deferred to New Business.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to rescind the motion of accepting the Committee report by Commissioner Ettinger.

ACTION: Another motion was made by Commissioner Palega seconded by Commissioner Garlington and carried to receive Commissioner Ettinger's report.

VII. NEW BUSINESS

Public Hearing Agenda Notices

A motion was made by Commissioner Garlington, seconded by Commissioner Brown and carried to have the public hearing on March 22, 1989 at 6:00 p.m.

Commissioner Garlington requested that the notices be mailed by February 17th to assure that the public received a 30-day notice. Mr. Pitcher explained that it would require about ten (10) days for the preparation of mailers, and as long as the public received the notices two-three weeks prior to the meeting this would be ample time. In addition to the mailers, there would be flyers circulated and posted throughout the various community agencies. Mr. Badgley wanted clarification on whether residents should receive notices. Commissioner Brown expressed that those people who have a vested interest would receive word through people with established childcare centers, such as Childcare Switchboard, Children's Council and community facilities. Commissioner Ettinger felt that those parents who have children outside of the immediate area might be interested, but would have no way of hearing about the meeting. Commissioner Jackson stated that the local newspaper notice could be published for those individuals. There will be a crowd and if the staff were to do a mass mailing, it would be about 22,000 residents.

Mr. Badgley highlighted areas where notices will be mailed:

a) Childcare providers in the community

b) The Mayor's Office

c) S. F. Children's Council

d) Community-based organizations

e) Churches

f) Department of Social Services

Areas where notices will be posted:

a) The Southeast Community College Center lobby area

b) Libraries

c) Public Facilities

d) Schools

e) Local newspaper

Items to be placed on the agenda:

a) Presentation on history and purpose--what the Commission is trying to accomplish

b) Needs assessment--what is the demand/need for childcare

c) Public Comments

d) Presentations (available in written form, not more than two (2) pages, for the Commission's review prior to meeting)

Commissioner Jones emphasized that the notice should also specify that this is not a request for proposals.

Commissioner Jones suggested that a cover letter accompany the notices, for example: The SECF Commission is holding a public hearing and is inviting people to come and participate to provide data and their expertise.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried that the notices will be sent with the aforementioned.

Commissioner Jones and Commissioner Ettinger will review the agenda notices before distribution (unanimously accepted by the body).

Proposed Amendment to the Legislation, 54.2(d), (f)

Commissioner Jackson proposed that the Commissioners receive $50 per meeting, not to exceed $100 per month. Mr. Badgley explained that the legislation states, Section 54.2(f): "Subject to the budgetary and fiscal requirements of the Charter, each member shall be paid twenty-five ($25.00) per Commission meeting or Committee meeting attended. Total compensation shall not exceed one-hundred dollars ($100) per month." He felt that any action the Commission takes in this regard could not supersede what the legislation says and suggested that this be placed on the agenda for the next meeting.

Commissioner Jackson stated that during one of the prior meetings, when the stipend for the Commissioners was being discussed, they did request that they receive equal pay as the Airport Commissioners--but it was denied. Since they presently have two (2) Commission and Committee meetings monthly, it would be appropriate to be compensated $50 per meeting, not exceeding $100. Mr. Pitcher added that the City Attorney's Office would have to be present at that meeting.

Commissioner Jackson also questioned the title of Chairperson and President. At all of the Commission meetings that she has attended, they do not have Chairpersons--they are called President. With the Committees formed, it was confusing to also have Chairpersons. Commissioner Jackson proposed that this be clarified and placed on the agenda for the next meeting--Chairperson versus President.

In conclusion, Commissioner Jones specified that at the next meeting, discussion of legislation, Section 54.2(d), (f) will be placed on the agenda.

Budget Process

Commissioner Jones reported that she attended the Mayor's Budget meeting on Monday, February 6th. Due to the budget cuts throughout the City, she felt that the Commission should have access to the Southeast Community Facility budget. Mr. Badgley explained that the budget for this facility is part of the Clean Water Program, as a separate program. The entire budget will be presented to the Chief Administrative Officer (CAO) on February 10th and he will make the necessary cuts to appropriate the entire budget. Mr. Badgley offered to submit copies of the budget to the Commissioners. The present SECF budget is about $380,000, which has slightly decreased from last year.

There was a discussion on the budget and Mr. Badgley explained the budget process. Commissioner Jones requested a complete breakdown of expenditures, thus far, and the financial breakdown in the proposed 89-90 budget. Mr. Badgley will supply the information for the next meeting. The subject of the budget to be included on agenda.

VIII. PUBLIC COMMENTS

No comments were made.

IX. EXECUTIVE SESSION - PERSONNEL

Mr. Badgley suggested that this item be deferred to the March 9, 1989 meeting. Mr. Cockburn is awaiting the information from Civil Service.

X. ADJOURNMENT

A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried for adjournment. Meeting adjourned at 7:45 p.m.

AP:aa
2/21/89

SAN FRANCISCO CLEAN WATER PROGRAM

City and County of San Francisco
770 Golden Gate Avenue
(415) 554-7633

Mailing Address: P.O. Box 360, San Francisco, California 94101
(415)431-9430

February 21, 1989

Mrs. Ruth Williams
Executive Director
Bayview Repertory Theatre Company
176 Bradford Street
San Francisco, CA 94110

Dear Mrs. Williams:

Thank you for your memorandum of February 1, 1989.

At its meeting of February 9, 1989, the Southeast Community Facility Commission referred your request for lease of facility space to the Committee on Child Care and Senior Vacancies. This Committee is responsible for reviewing applications to fill existing vacancies in the facility. Priority will be given to providers of child care and senior services to meet the original intended use of the currently available space in the facility.

Your request will be considered by the Committee in the near future and you will be notified of the date the matter is scheduled on the agenda.

On behalf of the Commission, thank you for your interest in the Southeast Community Facility.

Sincerely,

Alex Pitcher
Manager, Public Affairs

cc: S.F. Real Estate Department

POLICE DEPARTMENT

CITY AND COUNTY OF SAN FRANCISCO

HALL OF JUSTICE

850 BRYANT STREET

SAN FRANCISCO, CALIFORNIA 94103

February 14, 1989

ADDRESS ALL COMMUNICATIONS:

FRANK M. JORDAN

CHIEF OF POLICE

IN REPLY, PLEASE REFER

OUR FILE: _____

Mr. Alex Pitcher,
Manager - Public Affairs
S. F. Clean Water Program
P. O. Box 360
770 Golden Gate Ave., 2 Fl.
San Francisco, CA 94101

Re: Site for S.F.P.D. E.E.O. Unit

Dear Mr. Pitcher:

Thank you for your time and efforts during the visit of Lt. Alan Benner, Robert English and myself to your facility at 1200 Phelps.

The spaces on the first floor, with some renovation, would be nearly ideal for our EEO/Employee Services Unit. This unit will consist of 3-5 EEO investigators, 2 Employee Assistance counselors, Lt. Benner and a secretary/receptionist. Due to the confidential nature of the units' work, some full partioning will be needed to secure files and materials.

Aside from that concern, the building is in a very good location for our work and the work area on thefirst floor is quite attractive and pleasant.

Please accept this letter as a statement of interest in securing office space at 1200 Phelps by the San Francisco Police Department.

Again, thank you for your consideration and I look forward to working with you on this and other matters of mutual interest and concern.

Very truly yours,

Capt. G. Winters/mc

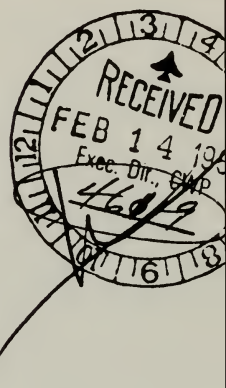
Captain Gregory W. Winters,
Commanding Officer
Support Services Division

GWW:mc

City and County of San Francisco

Real Estate Departme

Office of
Director of Prop



February 10, 1989

Clean Water Program

RBB
AP

Mr. Todd Cockburn
Executive Director
Clean Water Program
770 Golden Gate Avenue
San Francisco, CA 94102

Dear Mr. Cockburn:

Your request of January 30, 1989, to offset $260 per month until April 1989 against the rent of the Decorative Plant Service Company, is approved by the authorization given to me under the Annual Appropriations Ordinance, Section 4.5. We will notify Decorative Plant Service of this procedure.

Sincerely,

Anthony J. DeLucchi
Director of Property

HQ:ek/2029

cc: Decorative Plant Service Co.
P. O. Box 77028
San Francisco, CA 94107

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

FEBRUARY 22, 1989

SOUTHEAST COMMUNITY FACILITY BUILDING

1800 OAKDALE AVENUE

6:00 P.M.

SAN FRANCISCO, CALIFORNIA 94124

AGENDA

DOCUMENTS DEPT.

FEB 22 1989

SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS

V. COMMITTEE REPORTS

A. COMMUNITY MEETING ROOM

B. CHILDCARE AND SENIOR AREA VACANCIES

VI. DISCUSSION - PROPOSED AMENDMENTS TO COMMISSION LEGISLATION SECTIONS 54.2 (d)& (f)

VII. NEW BUSINESS

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

F
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2
22/89
-SF

MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
WEDNESDAY, FEBRUARY 22, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

DOCUMENTS DEPT
MAR 7 1989
SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Wednesday, February 22, 1989 at 6:15 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Robert Badgley, Deputy Director, CWP; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, Southeast Community Facility Manager; Cheryl Towns, Public Information Officer; Ronald Colthirst, Aide for Assemblyman John Burton; Rufus Davis, Bayview-Hunters Point Crime Abatement Committee.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson, seconded by Commissioner Palega and carried to adopt minutes of February 9, 1989.

IV. COMMUNICATIONS

Mr. Pitcher discussed communiques that were sent to Commissioners for their perusal:

a) Bayview Repertory Theatre Company - A response was sent to Ms. Ruth Williams, Executive Director, regarding their request for lease of space--the matter was referred to the Child Care & Senior Area Vacancies Committee.

b) S.F. Police Department - Captain Gregory Winters, Commanding Officer of Support Services Divison requested securing space in the vacant senior area.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Ettinger and

carried to refer the request to the appropriate Committee.

c) Decorative Plant Service Company - A response was sent to Mr. Cockburn regarding landscaping contracts and maintenance. The request was approved to offset $260 per month against the rent, until April of 1989 (per Annual Appropriations Ordinance, Section 4.5). The City will assume landscaping after April of this year.

V. COMMITTEE REPORTS

a) Community Meeting Room - Commissioner Palega reported that during the meeting of February 21st, the fee structure and schedule were discussed. Another Committee meeting has been scheduled for March 21st, at which time, they will arrive at a decision on recommendations.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Madison and carried to receive the minutes of January 31st.

b) Child Care & Senior Area Vacancies - No report was given.

VI. DISCUSSION - PROPOSED AMENDMENTS TO COMMISSION LEGISLATION SECTIONS 54.2(d) and (f)

Mr. Pitcher outlined the following:

a) Section 54.2(d) - Has reference to the Chairperson. It was requested at the last Commission meeting to change the title of the Chairperson of the Commission to President. Since the committees have been formed, there has been some controversy because the officers are also called Chairpersons.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Brown and carried to make an amendment to Section 54.2(d) to read: "President."

b) Section 54.2(f) - Has reference to the fees being paid to the Commissioners for attendance at Commission or Committee meetings. It was suggested at the last Commission meeting to raise the compensation for meeting attendance from $25 to $50 per meeting, not to exceed the overall total of $100 per month.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to make an amendment to Section

54.2(f) to read: "Payment of $50 to Commissioners per Commission or Committee meetings, not to exceed $100 per month.

The City Attorney's Office does not foresee any problems with the aforementioned items, provided approval of the Board of Supervisors. The City Attorney's Office did caution that in requesting an amendment to the legislation, the Commission must have justifications as to why the Commission wants these changes.

Mr. Pitcher suggested that the Chairperson, Commissioner Jones, be granted the power to work with staff in drafting the adequate justifications. Mr. Badgley reiterated that the action of the Commission cannot supersede City Ordinance. If the proposed amendments are passed by the Board and Mayor, the Rules of Order would have to be changed to reflect such.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to authorize Commissioner Jones to work with staff in drafting the adequate justifications for submission to the Board and Mayor.

VII. NEW BUSINESS

Mr. Pitcher reported that the Alcohol Program had submitted information for the Commission to review. Representatives of the program attended the meeting of the Community Meeting Room Committee the previous night and Mr. Pitcher suggested that they be scheduled to appear before the Commission at the next meeting. Commissioner Jones felt that this matter should be referred to the Committee for their consideration and feedback to the full Commission. She suggested that a letter be sent, indicating that the information has been received and giving a date to appear before the Committee. Commissioner Palega recommended that representatives of the program attend the Committee meeting on March 21st.

Commissioner Palega made the motion to send the Alcohol Program an invitation to the March 21st meeting, however, there was a discussion on the motion. Commissioner Brown clarified that the group has already given a presentation and was very explicit about their needs. The Committee was supportive of their request, but did not have the ability to address them at this time. The group was asked to provide a formal written request, which they have done, explaining their financial condition on how they plan to make payments for the rental of space. She questioned the rationale for asking the group to be present at the March 21st meeting, unless new information has been added. Also, the Committee would be in the midst of negotiating a contract at that time. Commissioner Brown suggested that a letter be sent acknowledging that the information has been received for the Committee's consideration.

ACTION: Commissioner Palega was not aware that the group had already made a presentation and withdrew his motion.

Commissioner Garlington concurred with Commissioner Brown that another lengthy presentation was not necessary. She recommended that the Committee establish a schedule for the group because their request is on a regular basis (7 days per week). She emphasized that it was not the desire of the Commission to allow one particular group to monopolize the space.

Commissioner Jones noted that Mothers and Fathers of Concern, part of the Alcohol Program, is also requesting permission to hold a six-week training session, beginning Tuesday, March 21st, 10:00-11:30 a.m. and space for their support group meetings on the second Monday of each month. Mr. Pitcher suggested allowing them to utilize the vacant senior or child care areas. Commissioner Garlington indicated that it should be stipulated that they will have use of these vacant areas only on a temporary basis.

Point of clarification was made by Commissioner Jones:

(a) The Commission is not at present, in a position to make a commitment regarding the Community Meeting Room because they need to complete the process of reviewing the use of space.

(b) It has been suggested that the applicants be notified that there are other available spaces in the building, until such time that the Committee completes their process.

Commissioner Brown addressed concerns regarding:

(a) the Commission being placed in a situation on making hasty judgments in order to accommodate an immediate need;

(b) the Commission not being able to do a thorough job; and

(c) the Commission may regret making decisions because of a lack of an established precedent.

Commissioner Ettinger stressed the need for the Commission to either meet the applicants' needs or advise them otherwise. Mr. Badgley suggested that the matter of short-term space usage be referred to staff for additional research and for devising some type of schedule. Ongoing uses may not be accommodated at this time.

Mr. Pitcher explained that motions cannot be made under New Business. Therefore, issues being discussed would have to be placed on the agenda of another meeting. After further discussion, Commissioner Jones suggested that the issues be referred to the staff--authorizing them to handle immediate needs until the Commission completes their process.

Commissioner Ettinger requested a meeting to discuss the vacant senior area. Mr. Pitcher strongly recommended that the Commission consider a program that provides services for seniors because the intent of that space is for senior programming. The Committee agreed to meet on Wednesday, March 8, 1989, 6:00 p.m.

Commissioner Jones asked that a letter be forwarded to Dr. George Davis seeking his intent and advising him that the vacant senior area will be discussed on March 8th. If Dr. Davis expresses no interest, the Department of Real Estate could be notified to proceed with soliciting proposals from senior providers.

III. PUBLIC COMMENTS

Mr. Ronald Colthirst, Aide for Assemblyman John Burton was introduced.

IX. ADJOURNMENT

Commissioner Jones made the motion for adjournment, moved by the body and carried unanimously. Meeting adjourned at 7:15 p.m.

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9/9/89

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

MARCH 9, 1989

SOUTHEAST COMMUNITY FACILITY BUILDING

1800 OAKDALE AVENUE

6:00 P. M.

SAN FRANCISCO, CALIFORNIA 94124

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS

V. COMMITTEE REPORTS

A. COMMUNITY MEETING ROOM

B. CHILDCARE AND SENIOR AREA VACANCIES

VI. DISCUSSION - SECF/CLEAN WATER PROGRAM 1989-90 BUDGET

VII. NEW BUSINESS

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
THURSDAY, MARCH 9, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

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MAR 8 1989
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PUBLIC LIBRARY

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Thursday, March 9, 1989 at 6:05 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: R. Todd Cockburn, Executive Director, CWP; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, Southeast Community Facility Manager; Cheryl Towns, Public Information Officer; Rufus Davis, BVHP Crime Abatement Committee; Liz Palega, Secretary, SECCC/Acting Secretary, SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to adopt minutes of February 22, 1989.

IV. COMMUNICATIONS

All communications were sent to Commissioners for their perusal--no comments were made.

V. COMMITTEE REPORTS

a) Community Meeting Room - No report was given. Next meeting is March 21, 1989.

b) Child Care & Senior Area Vacancies - Commissioner Ettinger, Chairperson, reported that the Committee met on March 8, 1989 to discuss the senior area vacancy and existing senior program at the Southeast Community Facility. He highlighted various issues that were discussed and concluded that there were no actions taken. (Details of meeting are on March 8, 1989 summary)

Commissioner Madison felt that senior service organizations should be contacted or a public hearing held, to generate a prospective tenant for the senior area. It was suggested by Commissioner Garlington that notices of availability be posted in newspapers and circulated through flyers. Commissioner Brown also suggested acquiring a zip code registry of senior care providers in the immediate area.

Mr. Cockburn recommended that the Committee explore:

- the senior care services that are presently established in the area to ascertain if any of them require a space;
- the financial status of these type of organizations, for example, many of them are churches and are seeking free rent; and
- the coordination of the senior area with classes offered by the community college in adult and senior health care. Ms. Walton should be contacted as to what the linkage is between the two areas.

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Brown and carried to accept the Chairperson's report.

VI. DISCUSSION - SECF/CLEAN WATER PROGRAM 1989-90 BUDGET

Mr. Cockburn gave a detailed presentation of the budget process. (Tape available)

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Garlington and carried to accept Mr. Cockburn's report.

VII. NEW BUSINESS

Ms. Towns asked for Commissioners' listing preferences in reference to the

letter from the Mayor's Office, dated February 28, 1989, requesting information for the city directory. Mr. Cockburn added that the Clean Water Program will be relocating to 1550 Evans and the Commissioners may use that address. The Commissioners provided the required information.

Commissioner Madison noted that the next meeting, March 22nd, will be the public hearing. He asked if there were some type of preparation needed for the hearing. Mr. Cockburn indicated that the purpose of the hearing by the Commission is to solicit information and not debate any speaker's views. Speaker cards should be completed prior to the hearing so that the Commission can determine the time allowed for each speaker. Commission Palega suggested that a timer be provided to assist with the monitoring of speakers. Commissioner Jackson felt that the invitees should be granted 5-10 minutes to make their presentations--all others should be given 3 minutes maximum.

VIII. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried for adjournment. Meeting adjourned at 7:50 p.m.

SOUTHEAST COMMUNITY FACILITY COMMISSION

March 22, 1989

The Agenda of this meeting is missing.

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SOUTHEAST COMMUNITY FACILITY COMMISSION
PUBLIC HEARING
CHILDCARE NEEDS IN BAYVIEW HUNTERS POINT
WEDNESDAY, MARCH 22, 1989
6:00 P.M.
1800 Oakdale Avenue, Community Room
San Francisco, California 941

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APR 13 1989
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PUBLIC LIBRARY

Minutes

SUMMARY

Commissioner Jones introduced the SECF Commissioners and staff. A "Welcome" statement was made by Commissioner Jackson. Commissioner Ettinger briefly explained the goal/purpose of the hearing: To determine the needs of the community, to seek information about the type of childcare provider to operate the center, and try to meet as many of the needs as possible. The Commissioners felt that this hearing could provide the needed input so that their decisions would be based upon relevant information.

Participants who gave testimony were:

1) Deborah Morrison, Mayor's Advisory Council on Childcare expressed that there is clearly a defined need for more childcare in this community. The needs assessment that was administered for the Southeast Center students indicated that more students would attend classes if childcare were available. The Commission was asked to consider subsidized rates, as opposed to market rate services. Ms. Morrison supported the 24-hour childcare services.

2) Karen Goodson Pierce, GAIN Coordinator, explained the correlation between the GAIN Program and childcare. The GAIN Program is phased in through the department of Social Services (DSS) under the GAIN plan (approved by State (DSS). The DSS does not operate a childcare program. They contract with an outside agency, the Children's Council of S.F. which administers the childcare for GAIN participants. The reason that the GAIN Program is a factor in childcare services is because they are creating a large influx of new participants. This means that there will be a greater demand for childcare throughout the City as the program progresses.

   It is anticipated that the GAIN Program will phase in about 3,100 participants by the end of fiscal year 89-90. About 2,500 will be active in the GAIN Program and many of them will require childcare services. The main emphasis for this facility is that the Southeast Community College has been one of the target campuses for GAIN participants requiring remedial education, other than ESL. There are approximately 63 GAIN participants who are

enrolled in some form of basic education at the Southeast Center and receiving childcare.

The GAIN Program pays up to market rate for childcare, provided the participant is involved in a training program. This means that childcare providers are guaranteed payment for services. In terms of this facility, over a period of time, there is a possibility that this childcare program will house most of the children of GAIN participants. There is no requirement as to which childcare program the participants use--they have a choice. The participants are referred to the Children's Council and they decide the appropriate center to best meet their needs. Generally, the participants are encouraged to select a facility that is near their residence or close to their training activity. The law mandates that if there is no childcare within a half hour trip between the home and the childcare program, the participants can be deferred. It is anticipated that a number of participants attending classes at the Southeast Center will choose to have their children nearby, if it is available.

At the end of three phases of the GAIN Program, it is projected that there will be 6,000-8,500 participants enrolled in the program. At present, any parent receiving AFDC stipends, and whose youngest child is 6 years must participate in the GAIN Program. When the job program is instituted, the mandatory age will be lowered to parents whose youngest child is three years old. At that point, the GAIN population rate may reach as high as 10,000. The GAIN Program provides childcare payments up to 12 years of age. They also pay childcare services to relatives or individuals outside of a childcare agency. At least 50% of the participants will need some form of childcare.

The GAIN Program has certain target populations--parents whose youngest child is 16-18 years of age. All efforts must be made to enroll this group into the program because they must be a current AFDC recipient to qualify for the program. Once the youngest child reaches 18 years old, the grant is discontinued and they are automatically terminated fromthe GAIN Program and payments for services cease.

3) Martha Roditti, Executive Director of Children's Council of S.F./Childcare Switchboard, indicated that the needs assessment for AFDC recipients with children under 6 years of age resulted in 1,281 children needing childcare. There are only 583 slots available in this area. Those slots are filled and there is a long waiting list.

A subsidized childcare center is greatly needed and it would be more suitable to have a non-profit agency to operate it. There are advantages in having non-profit organizations--they are eligible for state funding and insurance is easier to acquire. The Commission was asked to consider the funding sources, quality of program/education, core programs (community college district,

The Commission was asked to consider the funding sources, quality of program/education, core programs (community college district, headstart, preschool, etc.), and a large enough space to accommodate as many children as possible.
Childcare is a business and it takes a lot of expertise. Agencies with state funding have different guidelines and programs from those that do not. It will take approximately 6 months to acquire license for childcare. Ms. Pierce added that the licensing process can be handled through the DSS and could shorten the process to three months.

4) Doris Landry, BVHP Coordinator of Children's Council/Childcare Switchboard reported that they receive about 500 calls per month requesting childcare services. Stats indicate that childcare is needed for the following reasons:

a) 45% - persons in school or job training;
b) 44% - persons employed; and
c) 22% - persons seeking employment.

There are 11 preschool programs in this area, ranging from half day to full day care and six after school programs. Stats indicate that:

a) 73% need full-time childcare;
b) 18% need before or after school care;
c) 27% need infant care;
d) 55% need services for children between the age of 2-5 years; and
e) 18% need services for school age children, 6 years or older.

In this community, the average waiting period for these programs is 3-6 months. These programs are all full. There are only two subsidized infant care programs in this community, Grace Childcare Development and CAHEED Infant Day Care. The Children's Council does subsidized programs for low income eligible parents who are either working or in job training. They are subsidized through the Alternative Payments Program, Family Day Care Program, Childcare Assistance Program or Private Industry Council.

5) Patricia Walton, Director of Southeast Community College Center expressed that childcare has always been a large concern for the students. She met with the students to ascertain their concerns and input:

a) infant care is very much needed;
b) childcare facility should be opened longer hours;
c) childcare facility should accommodate the working parents;
d) accommodate those parents that have more than 3 children;
e) accommodate abused children;
f) flexibility of pick up time so that students can study;
g) weekend childcare; and
h) accommodate students who reside outside the area.

The students will need early mornings, late evenings and weekend childcare services. If the college reaches its full capacity of 5,000-7,000 students, the percentage of childcare needed would be tremendous. Approximately 80% of the students are in need of childcare. The SFCC District has a core training program in early childhood development for state licensor offered at the John Adams Center.

6) Dorothy Ingram, Instructor at John Adams Child Development Center, stated that the center is currently open from 7:45 a.m. to 3:00 p.m. The ages of the children are 2-5 years old and the capacity is 35 children. The focus of the program is to provide affordable childcare, low income childcare, and to give the parents an opportunity to be educated in this field. About 90% of the parents are enrolled at John Adams Center in adult basic education, GED preparation and nursing programs. They are able to take child development for 1 hour daily and interact with their children. The staffing consist of one full-time instructor (25 hours per week), one part-time instructor (10 hours per week), six teachers' aides, a cook and a custodian--provided through the SFCC District. About 41% of the students need infant care. It is hoped that a similar program can be provided at this facility.

7) Gwen Tillman, GAIN Childcare Coordinator of Children's Council/Childcare Switchboard indicated that there are childcare monies available in the GAIN Program. A program that is already visible in the community and has ongoing salaries can obtain these funds. There are no City monies for slots--slots cannot be increased without identified children. It is the responsibility of the Children's Council to make childcare payments and provide support services for childcare providers, as well as assist in educating parents. The Children's Council has all the expertise in manning childcare and providing the resources, i.e. funding, staffing and pertinent childcare information. There are parents who are low income, but are not eligible for the GAIN Program, and cannot find childcare to accommodate them. The need for infant care is increasing because of the high teenage parent rates.

8) Samey Hagwood expressed the need for a 24-hour childcare, 7 days a week. He also stressed the importance of this facility providing educational services for children and providers.

9) Michael Gonzales, Program Director of S.F. Educational Services, stated that childcare is steadily increasing, however, there will be a change in types of services required because of the drug problem. The childcare provider that operates this facility should make provisions for children that are affected by substance abuse. These children will require special needs. The Commission was asked to consider a three phase approach in admitting children to the facility:

a) general childcare operation for this community;

b) preschool educational component or infant care for those children that are affected by substance abuse; and

c) City employees or those individuals who work in this area, but do not necessarily reside in the community.

10) Rosa Marshall, Postal Service, APWU, expressed their interest in the facility. It was noted that there are postal service employees who reside and work in the community.

11) Careth Reid, Whitney Young Child Development Center asked the Commission to consider accommodations for children that are sick or abused. These children need special provisions and staff.

12) Reverend Milton Williams, Bayview Baptist Church expressed that this project should be a community effort. Children are nurtured by the environment they are in--with the childcare in a college setting and using the appropriate resources, these children will have a positive direction. The Bayview Baptist Day Care Center serves 76 children, starting from 2 years of age. Infant care and after school care is very much needed. Many facilities are open until 6:00 p.m. and parents have to pay fines when they are late in picking up their children.

Commissioner Jones thanked everyone for expressing their concerns. This information will be reviewed by the Committee to generate a plan for opening the center.

The public hearing adjourned at 8:20 p.m.

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SF

NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

APRIL 13, 1989

1800 Oakdale Avenue

6:00 P.M.

SAN FRANCISCO, CALIFORNIA 94124

AGENDA

DOCUMENTS DEPT.
APR 13 1989
SAN FRANCISCO
PUBLIC LIBRARY

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS

V. COMMITTEE REPORTS

A. COMMUNITY MEETING ROOM

B. CHILDCARE AND SENIOR

VI. NEW BUSINESS

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

-SF

MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
THURSDAY, APRIL 13, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Palega, Vice-Chairperson, on Thursday, April 13, 1989 at 6:00 p.m.

II. ROLL CALL

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Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Shirley Jones

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Cheryl Towns, Public Information Officer; Rufus Davis, BVHP Crime Abatement Committee; Willie McDowell, Secretary, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

The summary of the public hearing on childcare was reviewed by the Commissioners. Minutes were not required.

IV. COMMUNICATIONS

Mr. Pitcher indicated that he was awaiting written communication from the Urban Economic Development Corporation (UEDC). The UEDC is requesting space to conduct minority training workshops for potential entrepreneurs. The sessions will run six weeks on Thursday evenings, 6-8 p.m. from April 27 to June 1. They are requesting use of the vacant childcare or senior area on a temporary basis.

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Palega and carried to refer the matter to staff--to make provisions to accommodate the UEDC's request.

V. COMMITTEE REPORTS

a) Community Meeting Room - Commissioner Palega reported that at the last meeting, it was decided by the Committee that there was insufficient information to make recommendations. The matter was deferred until the staff could compose substantial data to assist the Committee. Commissioner Brown commended the staff for their support and assistance.

The police and public health departments have inspected the facility for a dance hall permit. The hearing for the issuance of the permit has been scheduled for April 25th, 1:00 p.m. at the Hall of Justice. The Commission need not be present at the hearing. Mr. Quinn will represent the SECF and he does not anticipate any problems.

b) Child Care & Senior Area Vacancies - Commissioner Ettinger reported that there was a special childcare meeting called by the staff to discuss potential recommendations. Mr. Quinn highlighted various issues that were discussed. The most difficult task is formulating the perameters for the request for proposals (RFPs). Ms. Karen Pierce, GAIN Coordinator for DSS and Ms. Martha Roditti, Executive Director of Children's Council/Childcare Switchboard, will report back with additional information on April 21st, 2:00 p.m., in the childcare area. (A summary of the meeting was available for the Commission's review) There was further discussion on the RFP process and the population to be served.

Commissioner Madison asked for clarification on the procedure for calling informal meetings. He had concerns regarding the short notice. Commissioner Jackson explained that it was discussed at the hearing that the staff should meet with childcare providers as soon as possible to speed up the process of opening the center. Mr. Pitcher added that as a result of what transpired at the hearing, the staff decided to meet with the GAIN Coordinator and Executive Director of Children's Council/Childcare Switchboard. The staff was selective in inviting only the chairs of the Commission and Committee because of the Brown Act. (Any meeting where more than three Commissioners are in attendance--constitutes a quorum) Commissioner Palega suggested that members of such committees should be notified. However, in order to avoid a conflict, some Commissioners would have to partake as members of the general public (audience).

Commissioner Jackson asked that the additional restrooms be installed, prior to the submission of proposals. Mr. Quinn replied that a Community Care Licensing staff member will be touring the facility in about two weeks; at which time, a decision will be made as to what is required to meet their standards. The staff can then analyze the cost entailed to install the restrooms, cosmetic work and/or physical requirements to accommodate the various programs.

Commissioner Jackson addressed concerns about the relocation of the Senior Escort Program outside of the community. Mr. Pitcher contacted Mr. Reyes, Executive Director of the program as to its status. Mr. Reyes confirmed that all the Senior Escort Programs will be consolidated into one facility by July 1st. The reasons for the consolidation are: a) reduction of funds; and b) better administration of transportation.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Ettinger and carried to invite Mr. Reyes to the next meeting, April 26th.

VI. NEW BUSINESS

The Commissioners were asked if they wanted a tour of the greenhouse. Mr. Quinn will make arrangements for a tour on April 26th.

There was a brief discussion on the responsibilities of the Commission to the overall facility, inclusive of the college and the greenhouse.

VII. PUBLIC COMMENTS

No comments were made.

VIII. ADJOURNMENT

Commissioner Palega moved for an adjournment. Meeting adjourned at 7:20 p.m.

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-SF

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

APRIL 26, 1989

SOUTHEAST COMMUNITY FACILITY BUILDING

1800 OAKDALE AVENUE

6:00 P.M.

SAN FRANCISCO, CALIFORNIA 94124

DOCUMENTS DEPT.

APR 24 1989

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A G E N D A

I. CALL TO ORDER

II. ROLL CALL

III. TOUR OF GREENHOUSE FACILITY

IV. APPROVAL OF MINUTES

V. COMMUNICATIONS

VI. COMMITTEE REPORTS

A. COMMUNITY MEETING ROOM

B. CHILDCARE & SENIOR AREA VACANCIES -

MR. VINCENT REYES, EXECUTIVE DIRECTOR

OF SENIOR ESCORT PROGRAM

VII. NEW BUSINESS

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

-SF
6/89

MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
WEDNESDAY, APRIL 26, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

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MAY 8 1989
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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Wednesday, April 26, 1989 at 6:10 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Cheryl Towns, Public Information Officer; Rebecca Stark, President, BVHP Crime Prevention Councils; Harold Brooks, resident; Willie McDowell, Secretary, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. TOUR OF GREENHOUSE FACILITY

Tour and overview of the operation/maintenance of the greenhouse facility was conducted by Mr. Eduard Rathbun, President of Decorative Plant Service Company and staff.

IV. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson, seconded by Commissioner Palega and carried to adopt minutes of April 13, 1989.

V. COMMUNICATIONS

A letter of introduction was submitted from Mr. Bryan Freeman, Sales Representative of Hewlett-Packard.

An invitation was sent to Mr. Vincent Reyes, Executive Director of the S.F. Senior Escort Program to address issues concerning the program.

City Attorney Louise Renne's Office has requested an annual statement of income from the Commission by April 30, 1989. Mr. Pitcher stated that the Commission will have to comply, however, he will inquire from the City Attorney's office, if more time is permissible. Mr. Pitcher offered to assist the Commission in preparing the statement.

VI. COMMITTEE REPORTS

a) Community Meeting Room - No report was given. The staff is in the process of structuring recommendations to present to the Committee.

Mr. Quinn announced that the dance hall permit has been approved and negotiations are underway to waive the $350 annual fee.

b) Childcare & Senior Area Vacancies - Ms. Towns gave an update of the childcare meeting that was held on April 21st. (Summary of meeting was submitted for the Commissioners' review)

Mr. Rick Langford, State Licensing/Childcare, will survey the childcare facility to ascertain the actual number of children to be served. The latest blueprint will be made available to assist him.

It is anticipated that after the next meeting of the staff and childcare providers, there will be adequate information to submit recommendations to the Committee.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to accept the Committee reports.

VII. NEW BUSINESS

Ms. Rebecca Stark, President of the BVHP Crime Prevention Councils, expressed concern from the community-at-large regarding the consolidation of the Senior Escort Programs. Support letters from community agencies were distributed. Ms. Stark addressed contradictions of rationale that were given for the consolidation:

a) Lack of funding - The rental of the new facility is far more expensive.

b) Administration of transportation - The time involved in transporting seniors would be greater from the new site and less practical.

After much discussion, it was concluded that the seniors were not adequately being serviced. Some questions and concerns were raised:

a) How much of the $2.6 million budget was allocated to the BVHP Senior Escort Program?

b) Where were the 10% cuts being made?

c) Clarification of the reorganization plan for 1989-90.

d) Staffing, particularly the administrative positions.

e) Misappropriation of funds that resulted in an audit.

f) Mr. Vincent Reyes' willful disregard to the Commission's request to meet.

Commissioner Palega suggested that a letter be sent to Chief Jordan, S.F. Police Department, apprising him that Mr. Reyes was invited to address issues of concern but has not responded nor sent a representative. Also, the letter should include an invitation for Chief Jordan to meet with the Commission as soon as possible.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Garlington and carried to invite Chief Jordan to meet with the Commission.

Commissioner Jones asked that copies of the above letter be forwarded to the Mayor, Board of Supervisors, Deputy Mayors and Police Commission. It was suggested that the meeting be held at the Southeast Community Facility. The staff will obtain copies of the Senior Escort Program's audit and budget.

Commissioner Madison indicated that the Grace Childcare Development Center was in the process of closing. He had concerns of trying to maintain the 100 childcare slots within the community. Commissioner Jones explained that the facility is temporarily operated by another agency until July 1st. The State has issued an RFP, deadline May 18th--at which time, they will present the funding to another agency that meets the criteria. The Commission requested that a letter be forwarded to Mr. Larry Jacobson, Property Manager of S.F. Unified School District, seeking clarification.

Mr. Duncan asked that Mr. Jim Jefferson, Architect/President of the Fire Commission, be invited to attend a Commission meeting.

ACTION: A motion was made by Commissioner Brown, seconded by Commissioner Palega and carried to invite Mr. Jefferson to the next meeting.

Commissioner Garlington asked that the next SECF Commission meeting be rescheduled because of a prior commitment she had to the SECC Advisory Board on May 11th.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Jackson and carried to hold the next SECF Commission meeting on Wednesday, May 10, 1989.

Commissioner Palega acknowledged and thanked staff for their outstanding work and support.

ACTION: A motion was made by Commissioner Jones, seconded by Commissioner Palega and carried to forward a letter of commendation to Mr. R. Todd Cockburn and staff.

VIII. PUBLIC COMMENT

Mr. Harold Brooks expressed how delighted he was in the establishment of the Commission and the work they are doing.

IX. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Brown and carried for adjournment. The meeting adjourned at 8:00 p.m.

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NOTICE OF RESCHEDULED

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

MAY 10, 1989

SOUTHEAST COMMUNITY FACILITY BUILDING

1800 Oakdale Avenue

6:00 P. M.

SAN FRANCISCO, CALIFORNIA 94124

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS

V. DISCUSSION - SENIOR ESCORT PROGRAM

VI. DISCUSSION - GREENHOUSE FACILITY MOU

VII. NEW BUSINESS

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

SOUTHEAST COMMUNITY FACILITY COMMISSION

May 10, 1989

The Minutes of this meeting are missing.

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NOTICE OF MEETING

SOUTHEAST COMMUNITY FACILITY COMMISSION

MAY 24, 1989

SOUTHEAST COMMUNITY FACILITY

1800 Oakdale Avenue

6:00 P. M.

SAN FRANCISCO, CALIFORNIA 94124

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS

V. DISCUSSION - Senior Escort Program Proposed Consolidation
Vincent Reyes, Executive Director

VI. NEW BUSINESS

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
WEDNESDAY, MAY 24, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

DOCUMENTS DEPT.
JUN 8 1989
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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Wednesday, May 24, 1989 at 6:15 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Ethel Garlington

Others Present: R. Todd Cockburn, Executive Director of Clean Water Program (CWP); Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Vincent Reyes, Executive Director of S.F. Senior Escort Program; Operations Director of Senior Escort Program; Frank del Campo, Representative of UPE, Local 790; Rebecca Stark, President of Crime Prevention Councils; Annie Birkwell, Coordinator of Western Addition Senior Escort Program; Patricia Walton, Director of Southeast Community College Center; Cheryl Towns, Public Information Officer; Harold Brooks, resident; Willie McDowell, SECF Staff Person, CWP; Liz Palega, Secretary, SFCCD/SECF Commission

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson, seconded by Commissioner Ettinger and carried to adopt minutes of May 10, 1989.

IV. COMMUNICATIONS

Commissioner Jackson moved, seconded by Commissioner Brown and carried to accept communications that were submitted.

V. DISCUSSION - SENIOR ESCORT PROGRAM PROPOSED CONSOLIDATION

Mr. Vincent Reyes apologized for missing the previous meeting. The reorganization plan was distributed to the Commission for review and discussion. The BVHP Senior Escort Program is not closing and all efforts are being made to expand services in the area. The program is affected by the City deficit and fortunately, the administration was able to devise a feasible plan to continue operations of the program. The Mayor's office has been working closely with Mr. Reyes in trying to preserve the present services by stretching the available funds.

Presently, the Senior Escort Program consists of four to five satellite offices throughout the City and it is being proposed that these offices be merged. The consolidation of these offices into one central location to dispatch transportation services would save the program about $12-13,000 annually in rental costs. Also, it has been difficult relocating personnel (drivers) to serve the seniors. They will cut their management team from eight to three. The employees will not be laid off, however, some will be asked to take a reduction in pay.

Despite the cutbacks, the Senior Escort Program is trying to expand their services. Mr. Reyes has been negotiating through the Mayor's office and the Office of Community Development (OCD), to acquire a contract that OCD has with Delancey Street. Delancey Street services seniors in this area by transporting them in vans. OCD was funded by HUD and that funding will expire at the end of June. As a result of the negotiation, OCD will give the Senior Escort Program the contract to absorb its clients (about 70) and two of its vans. The vans will increase their vehicle fleet from six to eight and two of those vehicles will be identified exclusively for the Bayview Hunters Point area. In terms of the cost savings, although the BVHP Senior Escort Program has the least amount of clients, it has been the most expensive because of cab fares to and from medical appointments (about $30 round trip). Currently the vans are only used to transport group excursions for grocery shopping or recreational purposes. However, with the additional vans, they will be able to transport clients individually for medical, banking or personal services, i.e. social security offices, visiting friends, etc. There have been problems with cab companies because many of them do not want to come into certain areas of Bayview Hunters Point. The excuse has been that this area is a high crime area. Cabs will continue to be used after the consolidation, for those seniors who cannot get into the vans or ride the buses.

The number of drop-in clients in the various communities has been minimal. The Senior Escort Program is not a drop-in center--it is primarily for dispatching people to transport seniors. Basically, the reorganization plan is to save rent monies by not having outside locations. The priority is improved services rather than physical sites.

The Senior Escort Program is also forming a crime prevention unit in which two to three officers and three to four staff members will do community outreach (door-to-door, leaflets, media, etc.). North and South of Market areas have already been consolidated as a result of last year's cuts. The Senior Escort Program was asked to submit budget cuts at a 10% level without decreasing positions. Mr. Reyes was faced with the choice of where to cut and felt that sustaining jobs was the priority. Otherwise, he would have had to cut six positions to meet the 10% decrease. Reductions were made in the operational expenses and the number of supervisory staff (from 8 to 3). Presently, the Senior Escort Program employs 59 with a budget of $2.2 million.

A copy of the proposed Senior Escort Program budget for fiscal year 1989-90 was submitted to the Chairperson for review. Mr. Reyes explained that it has not been finalized and that this was a proposal. Commissioner Jones asked that Mr. Reyes resubmit last year's or this year's final budget. Mr. Reyes will forward a copy of the budget.

There was a discussion of the BVHP Senior Escort Program--its services, clients and employees in comparison to other districts, and the effectiveness of the consolidation. There are no separate monies allocated for the Bayview Hunters Point program and/or other communities. Each district has a different amount spent on rent. Some districts have more individuals working in those offices and some spend more on transportation than other sites. It would be more cost effective to extend services to the Bayview Hunters Point from the central location than sustaining the present location. The centralization and reorganization plan would give the program more efficiency and quality control of its dispatching services. Neither services nor staff will diminish in Bayview Hunters Point.

Mr. Pitcher indicated that the Senior Escort Program has been very effective because of its linkage with the communities--it is a community program. To remove it from the communities would be very detrimental. It is important that communities have the visibility of City services within their areas. The population of the Bayview Hunters Point community is comparable to other areas, however, about 95% of its social service programs have been removed.

Mr. Reyes appreciated the Commission's concerns. He believed that the program has great potential for growth, but it has been difficult trying to maintain the services they have. His strategy with the consolidation is to prove the operational stability of the program and a creative supervision/management approach to keep the program afloat. The seniors have lobbied the Mayor and City officials in preventing the 47% cuts in the Senior Escort budget. As a result, the budget was not cut as much ($200,000).

The rent at the new location is about $45,000 per year for a 2,500 square foot area (about 86¢ per sq. ft.). It is anticipated that as the program grows, additional space would have to be sought. The lease will expire June 31st of this year.

Other issues were addressed in terms of cost effectiveness: insurance, rental costs, parking, time and mileage involved in transportation, possibility of another relocation because of short-term lease and the overall consolidation process.

Mr. Reyes was asked to consider the possibility of relocating the central office to the Southeast Community Facility at some future date. Mr. Reyes will consider the suggestion and wanted to work with the Commission and the Mayor's office to establish a mechanism for the longevity and stability of the program. He had reservations regarding the consideration of distance from other communities relative to costs. He suggested arranging a meeting with the Mayor's office to discuss these possibilities. Commissioner Palega thanked Mr. Reyes for his willingness to work with the Commission.

Ms. Stark, Ms. Birkwell and Mr. Brooks addressed issues of concern. (Other issues addressed by the Commission and audience are available on tape)

Commissioner Jones thanked Mr. Reyes for his presentation. The Commission will write a letter to the Mayor voicing their concerns and making suggestions regarding the Senior Escort Program.

Mr. Quinn indicated that it is not known whether the Board of Supervisors will extend the lease or whether the appropriation has been approved. However, legislation has been submitted to the Board of Supervisors to approve the appropriation of funds for next year's lease. This issue will be presented before the Finance Committee next Wednesday, May 31, 1989 at 2:00 p.m.

Commissioner Brown clarified that the information submitted by the Senior Escort Program was unacceptable and additional information should be submitted.

A motion was made by Commissioner Palega to forward a letter to the Mayor with a copy to the Finance Committee requesting their consideration of continuing funding in Bayview Hunters Point to house the Senior Escort Program. The motion was based on the information that was received and the Commission's analysis of the cost effectiveness of the program in this facility--allowing an additional 1,200 sq. ft. of space as opposed to the smaller space and their current rent. Also, consideration of the Commission's proposal of moving the central office to this facility.

Mr. Quinn asked for an amendment to the motion: "That the letter to the Finance Committee include that the item regarding the Senior Escort Program be continued to allow Mr. Reyes an opportunity to research the cost effectiveness of the total overall communities."

Commissioner Jones added to the amendment: "That the monies, based upon the savings with the proposal being submitted, should allow for retention of the other four locations within the communities. Mr. Reyes will explore the actual cost savings.

Commissioner Madison disagreed with the prior amendment in that plans for consolidation was a resolution for providing services appropriately. The audit report indicated that the decentralized offices were insufficient and the staff was under utilized. Commissioner Madison felt that the centralization of the program's services is a justifiable approach. He supported this facility being the central location of the Senior Escort Program's headquarters, but he did not concur with the separate locations.

Commissioner Jones explained that her suggestion was to have other sites where seniors can obtain drop-in services. This would not necessarily have to have full staffing--possibly one person to assist seniors with transportation needs.

The motion read that letters will be sent to:

1) the Board of Supervisors and specifically members of the Finance Committee, stating that the SECF Commission would like the S.F. Senior Escort matter be continued for two weeks until the Commission can meet with the Mayor. Copies of the letter to be forwarded to the Mayor, the Police Commission and Mr. Reyes.

2) the Mayor expressing the SECF Commission's concerns and willingness to work with the S.F. Senior Escort staff in exploring the possibility of:

a) housing and centrally locating the Senior Escort Program at the Southeast Community Facility; and

b) retaining other senior escort programs within their communities.

The aforementioned motion was seconded by Commissioner Madison and carried.

A motion was made by Commissioner Palega, seconded by Commissioner Brown and carried to designate the Chairperson, Commissioner Jones, to approach the Chair of the Finance Committee, Supervisor Nancy Walker, prior to the Finance Committee meeting regarding concerns of the SECF Commission.

Commissioners that are able to attend the Finance Committee meeting on Wednesday, May 31, 1989, were encouraged to be present to support the extension of the senior escort matter and the SECF Commissioner's concerns.

Mr. Reyes thanked the Commission for their assistance and support of the Senior Escort Program.

VI. NEW BUSINESS

Mr. Frank del Campo, thanked the Commission for the opportunity to address them. He was asked to speak on the views of the crime prevention professionals that deliver services to the Bayview Hunters Point community. He felt it was inappropriate at this time to speak on the topic without the crime prevention specialist present. He suggested that another time be provided for this presentation.

VII. PUBLIC COMMENTS

Comments were made during the discussion of the Senior Escort Program proposed consolidation.

VIII. ADJOURNMENT

A motion was made by Commissioner Palega, seconded by Commissioner Jackson and carried for adjournment. The meeting adjourned at 9:10 p.m.

NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

JUNE 8, 1989

SOUTHEAST COMMUNITY FACILITY BUILDING

1800 Oakdale Avenue

6:00 P. M.

SAN FRANCISCO, CALIFORNIA 94124

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AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. COMMUNICATIONS

V. REPORT by: Todd Cockburn, Executive Director of CWP, or Designee

VI. DISCUSSION - SENIOR ESCORT PROGRAM

VII. DISCUSSION - GREENHOUSE FACILITY

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. ADJOURNMENT

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
THURSDAY, JUNE 8, 1989
1800 Oakdale Avenue, Dining Room
San Francisco, California

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JUN 27 1989
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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Thursday, June 8, 1989 at 6:28 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison

Excused: Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Sululagi Palega

Others Present: Alex Pitcher, Public Affairs Manager, CWP; Cheryl Towns, Public Information Officer; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Madison, seconded by Commissioner Jackson and carried to adopt minutes of May 24, 1989.

IV. COMMUNICATIONS

Commissioner Jones indicated that the letter to the Mayor requesting a meeting to discuss the Senior Escort Program, has been sent and copies were available for the Commissioners to peruse.

Mr. Edward Rathbun, President of Decorative Plant Service Company has acknowledged receipt of the Commission's invitation. He has requested to be placed on the agenda of the scheduled Commission meeting following June 28th (first meeting in July).

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Brown and carried to accept Mr. Rathbun's request.

V. REPORT BY TODD COCKBURN OR DESIGNEE

Mr. Pitcher reported that Mr. Cockburn was unable to attend the meeting because of a last minute emergency and Mr. Quinn had to attend his son's graduation.

Mr. Pitcher announced that the Clean Water Program has relocated to 1555 Evans Street. There is a large conference room available in the new facility to hold the Commission meetings, at some future date. Stationery with that address can be printed for the Commission. An invitation was extended to the Commissioners to visit the new site.

On Tuesday, June 6th, the City Attorney's Office finalized their decision concerning moving to the Fox Plaza. Mr. Cockburn, Mr. Roddy, Mr. Quinn and Mr. Pitcher met to review the items formerly proposed by the Commission in regards to amendment of the ordinance:

1) To change the name of the SECF Commission Chairperson to "President."

2) To change the meeting fee for the SECF Commission from $25 to $50 per meeting, not to exceed $100 per month.

They also discussed the rules and regulations of the Community Meeting Room in terms of rental fees and appropriate monitors/custodians. Commissioner Madison expressed the importance of speeding up the process of opening the childcare center. Mr. Pitcher anticipates a detailed childcare report will be available within the next 30 days.

VI. DISCUSSION - SENIOR ESCORT PROGRAM

Commissioner Jones contacted Supervisor Ward and shared the Commission's concerns regarding the Senior Escort Program. She asked Supervisor Ward to table the matter until the SECF Commission has had an opportunity to meet with the Mayor.

Ms. Towns clarified that Supervisor Ward is on the Oversight Committee. This committee is a special committee that the Board of Supervisors created during the consolidation of the 11 committees. It is somewhat of a sweep up committee in terms of items that cannot be placed under specific categories, i.e. finance. The Oversight Committee is always chaired by Supervisor Hongisto and administration tends to change--depending upon the items on the agenda (meetings are not on a regular basis). The Committee will not necessarily take action during the hearing of the Senior Escort Program scheduled for Friday, June 16th.

However, if the Commission desires any action taken, it was suggested that Supervisor Hongisto be contacted to ascertain the areas he intends to discuss and/or review.

Mr. Pitcher clarified that the lease issue for the Senior Escort Program will be presented before the Governmental Operations Committee--not the Finance Committee. The hearing has been tentatively scheduled for Monday, June 26th at 10:00 a.m., Room 228. Mr. Pitcher will receive confirmation the following day--after the Board of Supervisors' calendar is submitted. The staff will notify the Commissioners of the results and furnish the calendar of events. Also, the staff will prepare the letter for the Chairperson to submit on behalf of the SECF Commission to the Governmental Operations Committee.

VII. NEW BUSINESS

Mr. Pitcher invited the Commission to a ribbon cutting ceremony for the construction of replacing water mains and hydrants in the Bayview Hunters Point district. This is the first of many high pressure water system installations throughout the City. Implementation will begin June 15th from Jamestown Street to Palou Avenue. The ceremony is scheduled to be held on Thursday, June 15th, 10:30 a.m. at Oakdale and Third.

Commissioner Jackson expressed how elated she was that the City recognizes the Bayview district by being the first for this project. Mr. Pitcher added that this also the first instance of a City Department (CWP) moving to this area. This will bring about a great impact to this area within the next two years.

Mr. Pitcher asked that the Commission consider inviting Ms. Patricia Walton, Director of the Southeast Community College Center to address the Commission. The greatest emphasis of the SECF Commission should be placed in trying to get community involvement in the college and identifying programs/course offerings to meet the needs of the community.

Commissioner Jackson questioned the status of the SECF Director position and the information that the staff was to acquire. Mr. Pitcher replied that the information has been obtained from the Director of Personnel of Department of Public Works. As soon as the staff is situated in the new facility, copies of the information will be made available for the Commissioner's review.

Ms. Andie Bosko wishes to donate a piano for the Community Meeting Room. She estimates that it is valued at $600 and requests a letter of receipt. Mr. Pitcher recommended that the piano be appraised before submitting the letter.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Brown and carried to accept the piano and submit a letter of appreciation.

Commissioner Jones asked that an invitation be extended to Ms. Bosko to visit the Southeast Community Facility.

VIII. ADJOURNMENT

A motion was made by Commissioner Jackson, seconded by Commissioner Brown and carried for adjournment. The meeting adjourned at 7:10 p.m.

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

JUNE 28, 1989

SOUTHEAST COMMUNITY FACILITY BUILDING

1800 Oakdale Avenue

6:00 P.M.

SAN FRANCISCO, CALIFORNIA 94124

AGENDA

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JUN 27 1989

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I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications

V. Report: Todd Cockburn, Executive Director - CWP or Designee

VI. Committee Report - Community Meeting Room
Resolution - Adoption of Fee Schedule for use of Community Meeting Room

VII. New Business

VIII. Public Comment

IX. Closed Session - Personnel

X. Adjournment

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
WEDNESDAY, JUNE 28, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Wednesday, June 28, 1989 at 6:15 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Sululagi Palega

Excused: Commissioner Scott Madison

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Cheryl Towns, Public Information Officer; Harold Brooks, resident; Rufus Davis, BVHP Crime Abatement Committee; Sam Jordan, Sam Jordan's of California, Inc.; Willie McDowell, SECF Staff Person, CWP; and Liz Palega, Secretary, SECCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson, seconded by Commissioner Brown and carried to adopt the minutes of June 8, 1989.

IV. COMMUNICATIONS

A letter was received from the General Manager of the Department of Social Services requesting acquisition of the entire senior area. The GAIN Program has expressed an interest in acquiring the same area.

Correspondence was sent to the Board of Supervisors expressing opposition of the SECF Commission and neighborhood agencies/residents regarding the consolidation

of the Senior Escort Program. It requested that the Board of Supervisors refer the item of the lease of the program back to the Governmental Operations Committee to allow for public comment. The item will be heard before the full Board on July 24, 1989.

V. REPORT BY TODD COCKBURN OR DESIGNEE

Mr. Pitcher announced that Mr. Cockburn will be on vacation for the next two weeks. Mr. Pitcher plans to attend the NAACP National Convention in Detroit, Michigan and will not attend the next Commission meeting.

A resolution was sent to the Board of Supervisors to amend the legislation to reflect that the name of the SECF Commission Chairperson be changed to President; and to change the Commission's meeting fee from $25 to $50 per meeting up to $100 per month. Supervisor Ward has offered to introduce the legislation to the Board of Supervisors on behalf of the Commission.

The Clean Water Program is preparing their annual report and the Commissioners were asked to have their pictures taken for the report. Commissioner Jones suggested using the photos that were taken when they were appointed. Commissioner Jackson asked that individual photos of the Commissioners be placed in the main lobby of the facility. Also, that the names of the committee members who initiated the planning of the facility be placed on the building.

VI. COMMITTEE REPORT - COMMUNITY MEETING ROOM

Commissioner Jackson reported that the Committee met on June 27th to discuss the fee schedule. The fee schedule was approved by the Committee for recommendation to the full Commission. (Copies of the proposed fee schedule and resolutions were distributed to the Commission)

Mr. Quinn explained the resolutions that were submitted to the Commission for approval:

1) Recommendation that the Real Estate Department adopt and implement the rental fee schedule for the Community Room.

2) Request that the City Attorney's Office submit legislation to the Board of Supervisors to establish a revolving checking account for the Community Room.

Mr. Quinn noted that the fee schedule does not have to go before the Board of Supervisors for approval. Once the SECF Commission adopts the fee schedule, it becomes effective. Mr. Pitcher added that if the Commission desired more time to study the schedule, it can be deferred until a later date for approval. However, Commissioner Palega stated that the proposed fee schedule had sufficient information and met with the Committee's approval.

There was a brief discussion on the proposed fee schedule:

1) Set-up/custodial personnel - Civil Service employees, unless a community group is sought.

2) Cleanup fee of $150 - Mandatory with a refundable fee of $50 maximum ($100 is for maintenance and supplies).

3) Monitors - One monitor is required and perhaps two--depending upon the size and type of event (discretion of the Facility Manager).

4) Liquor/alcoholic beverages - The approved dance hall permit includes all alcoholic beverages. Mr. Pitcher suggested that this remain as is, until the occasion arises where a change may be necessary.

5) Rules and regulations of the responsibility of the sponsors (items 4, 12, 17 and 19) - The SECF Commission is not liable nor responsible for events, unless it is one that is given by the Commission.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Jackson and carried to accept the recommendation of the fee schedule as presented.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Ettinger and carried to accept both resolutions as presented.

The resolutions will become effective once the City Attorney's Office acquires approval of legislation to establish a revolving checking account. Reimbursements will be given immediately after inspection of the hall by designated personnel.

VII. NEW BUSINESS

Supervisors Ward and Kennedy called a special meeting to discuss the lease of the Senior Escort Program. Commissioners Garlington and Ettinger, representatives from the Mayor's Office, Western Addition and Potrero Hill attended the meeting.

Commissioner Garlington reported that the Executive Director of the Senior Escort Program, Mr. Vincent Reyes, has resigned. Mr. de Guzman, Acting Director, gave the audit report that was done in 1988. He stated that they still wanted to consolidate and did not wish to move to Bayview Hunters Point. It was recommended that the BVHP office could remain open with one staff person and two drivers with aides. The two vans assigned to the area would accompany seniors on medical appointments and another van will be provided for recreational purposes. There was debate as to whether or not the seniors would have to pay for their return trips from medical appointments. Mr. de Guzman reaffirmed that the seniors will not have to pay for these services and that transportation will be provided. Supervisor Ward concluded that this was not a final meeting and there will be a hearing. Concerned parties will be notified of such hearing.

Commissioner Ettinger reported that Supervisor Gonzalez had no knowledge there was opposition to the consolidation until he received the Commission's letter. The Governmental Operations Committee had already recommended the legislation out of the committee to the full Board. He stated there was no representation from the community opposing the legislation.

While outlining the plans for the consolidation, Mr. de Guzman noted that the outlets for the program are not designed to be senior centers. The program is designed to provide transportation for seniors (not a drop-off center). Other neighborhoods had options for providing space at no cost. When this plan was initially presented to the seniors, the primary focus was that it was a cost saving measure. This strategy has been shifted in that the reason for the consolidation is to better monitor/manage staff. A compromise proposal was developed to accommodate the Bayview Hunters Point community. (Copies of the compromise plan as devised by Commissioner Ettinger, were distributed)

Commissioner Ettinger presented three alternatives:

1) To accept the compromise plan;

2) To continue to oppose the consolidation; or

3) To accept the compromise plan with certain conditions.

Commissioner Ettinger suggested consulting other communities, prior to making a decision on the above. It was evident that the seniors were not represented at the administrative level. He felt that if the Commission accepts the compromise plan with the consolidation, that a condition be added to include seniors in administrative positions. Also, a written assurance should be obtained from the Acting Director that the staff who spoke against the consolidation will not be intimidated or reprimanded for doing so. Commissioner Brown recommended that their affirmative action plan be reviewed.

Commissioner Jones expressed concern that the compromise plan was developed to appease the SECF Commission and BVHP residents. However, it does not accommodate other communities with the same concerns, especially Western Addition. Mr. Brooks asked that a special meeting be held to include other community representatives. The meeting was scheduled for Monday, July 3rd at 5:15 p.m.

VIII. PUBLIC COMMENTS

Commissioner Jones acknowledged Mr. Sam Jordan's presence and invited him to attend other meetings.

IX. CLOSED SESSION - PERSONNEL

The SECF Commission went into closed session to discuss personnel matters concerning the facility.

X. ADJOURNMENT

Commissioner Jackson moved for adjournment. The meeting adjourned at 8:20 p.m.

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

JULY 13, 1989

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SOUTHEAST COMMUNITY FACILITY
1800 Oakdale Avenue

6:00 P.M.

SAN FRANCISCO, CALIFORNIA 94124

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications

V. Edward Rathbun, President - Decorative Plant Service
Discussion of Greenhouse and Memorandum of Understanding

VI. Senior Escort Program - Status Report

VII. Committee Report - Childcare & Senior Area Vacancy

VIII. New Business

IX. Public Comment

X. Adjournment

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
THURSDAY, JULY 13, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Thursday, July 13, 1989 at 6:10 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Harry Quinn, Department of Real Estate; Robert Duncan, SECF Manager, Cheryl Towns, Public Information Officer; Edward Rathbun, President, Decorative Plant Service; Karen Bailey, Personnel Manager, Decorative Plant Service; Clara Starr, Program Supervisor, SFCCD Parent Education Program; Gloria Casey, District/Transportation Coordinator, Senior Escort Service; Joseph Landry, resident; Rufus Davis, BVHP Crime Abatement Committee; and Liz Palega, Secretary, SFCCD/SECF Commission.

II. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to adopt minutes of June 28, 1989.

IV. COMMUNICATIONS

The Department of Social Services has submitted a formal request for utilization of the senior area.

A letter of resignation was received from Mr. Vincent Reyes, former Executive Director of the Senior Escort Program.

The Senior Escort Program has submitted a 30-day written notice to vacate the senior area by the end of July.

V. DECORATIVE PLANT SERVICE - DISCUSSION OF GREENHOUSE AND MEMORANDUM OF UNDERSTANDING

Mr. Quinn introduced Mr. Edward Rathbun, President of Decorative Plant Service and commended him on being an excellent tenant for the past year and a half. Mr. Rathbun was invited to give a presentation on the operation of the company and to address the Memorandum of Understanding (MOU).

Mr. Rathbun introduced Ms. Karen Bailey, who was recently hired as Personnel Manager. Ms. Bailey spoke of her duties as personnel manager and committed her best efforts in the hiring process where community residents are concerned.

Mr. Rathbun distributed information and explained the employment history of Decorative Plant Service since its occupancy at the greenhouse. At present, there are three (3) departments onsite:

1) Greenhouse (9 employees)
2) Production/Warehouse (9 employees)
3) Drivers & Installation (6 employees)

There are seven (7) employed in Management and Sales. The total staffing is 31 employees. The employment history chart reflected the following stats of community residents that were hired for the greenhouse:

1) 5/88 - 42.8% (3 employed out of a total of 7)
2) 10/88 - 44% (4 employed out of a total of 9)
3) 7/89 - 50% (5 employed out of a total of 10)

Presently, there is a total of six community residents employed but none are in management. There are two vacancies which are expected to be filled by local residents. The turnover in personnel hiring has been very low and there has been nominal interaction between the departments. The pay scale is comparable for all workers, with the exception of the drivers. In the past, drivers were hired through the Teamsters union and most of them were transferred from Half Moon Bay.

Decorative Plant Service does not have a training program for greenhouse workers to become drivers. However, based on longevity and merit, a greenhouse worker can transfer to the production/warehouse department. Some referrals from Young Community Developers were hired but were not retained. All Hallows Church and ACCR Agency has also assisted with referrals, however, most of the hiring has been done by word of mouth. There is a training program for Service Technicians who maintain plants for clients onsite. Currently, there are 38 service technicians employed.

It was Mr. Rathbun's understanding that Decorative Plant Service would have an opportunity to interact with the college and develop a training program. About 1½ years ago, Mr. Rathbun asked the college if they had plans to start a training program with the greenhouse. To date, there has been no response from the college. Mr. Rathbun proposed that his firm would furnish the instructor, materials and equipment required to start a training program--possibly in Horticulture.

Commissioner Jones suggested that the Commission send a letter to the Director of the Southeast Community College Center, Ms. Patricia Walton, requesting that she meet with Mr. Rathbun to develop a training program. Mr. Rathbun gave assurance that he would cooperate in making this possible. The center provides a great opportunity to train and hire people in the same field.

Commissioner Madison asked if it were possible to start a garden in the greenhouse for growing produce (vegetables and herbs). This could be done in conjunction with the proposed culinary program at the college. The college could sublease a portion of the greenhouse to accommodate their needs. Mr. Rathbun replied that should they decide to sublease the facility, the college would be given first priority. He further stated that growing produce is a specialty and they did not have the expertise in that field. Basically, Decorative Plant Service is a holding facility for plants. They import plants and treat them for various facilities.

The greenhouse has been a tremendous financial burden because it does not generate any income. The only source of revenue comes from outside divisions that charge for servicing plants. They sell and lease plants with a maintenance contract. The contracts are for two to three year cycles and are renewed upon expiration. The expenditure to maintain the greenhouse facility is about $80,000 per month ($50,000 obtained are revenues from charges to outside divisions). The company runs a deficit of about $20,000 a month. It was decided that perhaps growing their own plants might be a solution. Plans are underway to grow flowers and a portion of the greenhouse has been identified for this.

Commissioner Ettinger expressed concern that per the lease agreement, it states that 50% of the operational personnel will be from the community, when in fact, the numbers are much lower. Mr. Quinn explained that the MOU reflects only the greenhouse personnel and no other division (the three managers onsite would probably have to be added). Commissioner Ettinger felt that the warehouse/production personnel should also be included in the MOU. Mr. Duncan noted that the initial concept of the project was to have community involvement in all phases of employment. Mr. Quinn clarified that initially, the warehouse was used for storage. However, this concept has been changed in that it is being used for production, which was not envisioned when the MOU was developed. There has been a misconception from the original definition of the MOU. Mr. Quinn suggested that this matter be explored by the Decorative Plant Service and the SECF Commission to amend the MOU and keep the lease as is. He concluded that Decorative Plant Service has made an effort to conform with the MOU in hiring community residents.

Commissioner Jones asked that the aforementioned item be referred to the Community Meeting Room Committee for review and further discussion. Mr. Rathbun asked to be notified of the meeting.

Commissioner Garlington expressed appreciation to Mr. Rathbun for supplying the facility with plants. Commissioner Jones also thanked Mr. Rathbun on behalf of the Commission for his presentation and quarterly reports.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to accept Mr. Rathbun's presentation.

VI. SENIOR ESCORT PROGRAM - STATUS REPORT

Ms. Towns reported that the letter is being finalized for submission to the Mayor and Board of Supervisors for the July 24 meeting. The letter is requesting that the legislation, relative to the Senior Escort Program's lease, be referred back to the Governmental Operations Committee. Commissioner Jones asked that copies of the letter be forwarded to the Police Commission, Ms. Rebecca Stark and all relevant sources.

A commitment was made by three members of the Board of Supervisors that when the item is on the Board calendar, it will be referred to Committee for a hearing. Ms. Towns asked that there be representation from the SECF Commission, senior escort clients and staff to give testimony at the hearing. Notices will be posted of the hearing.

Ms. Gloria Casey stated that she was formerly the District Coordinator and is presently being trained as a Transportation Coordinator for the program's consolidation. Supervisor Ward had asked that the program cease all transition operations until August, at which time a decision would be made regarding the consolidation. However, the Senior Escort Program is proceeding with their plans of consolidation. The Mission and Western Addition districts have already been consolidated. The average age of administrative staff is 28-38 years old. Mr. DeGuzman has been granted the position of Interim Director.

Commissioner Jones recommended that a letter be sent to Supervisors Ward, Kennedy and Gonzalez informing them that the transition operations are still proceeding. A copy of Mr. Reyes' resignation should be included in the letter. Also, the Commission requests clarification of the correct protocol when an executive director resigns and who has the authorization to appoint an interim director to fill this position. It was specified previously by the SECF Commission that seniors should be given an opportunity to apply for administrative positions, when and if they become vacant.

Commissioner Brown indicated that the information requested by the Commission from the Senior Escort Program has not been received. Commissioner Jones asked that a letter be sent to the Senior Escort Program that the requested information be submitted prior to the next meeting. Also, a letter explaining the relatively young age of administrative personnel (28-38 years old), as it relates to the services needed for seniors.

II. COMMITTEE REPORT - CHILDCARE & SENIOR AREA VACANCIES

Commissioner Ettinger reported that the Committee met on July 6th to discuss another possible alternative for utilization of the senior area (refer to summary enclosed).

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Garlington and carried to send a letter to Dr. Davis that the SECF Commission is no longer considering his offer of occupancy because the 60-day period he requested to submit a proposal has lapsed and there has been no communication from him.

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Brown and carried to accept Commissioner Ettinger's report.

I. NEW BUSINESS

Ms. Clara Starr expressed interest in occupying the childcare facility. Grace Child Development has been defunded under the Council of Churches and several agencies applied for the funding. The S.F. Community College District (SFCCD), pending an appeal process, will receive the funding for the child development and preschool components. This appeal should be resolved within a week. Ms. Starr proposed that the Commission consider allowing the SFCCD to utilize the space from 7:00 a.m. to 5:00 p.m. to provide daycare and preschool programs (2.5 to 5 years of age). A decision must be made shortly as to whether or not SFCCD will keep the entire program at the Jedediah site or move part of it to the Southeast Community Facility. It is difficult to obtain childcare slots because the monies are tight. The SFCCD is expected to move to the Jedediah site in August of this year and will house school age children.

Ms. Starr noted that a site decision must be made soon, as the contract award is expected shortly and she can move the children into this facility with the same license. There are 45 slots available and only a portion will be brought to the Southeast Community Facility. The turnover for children this age is great. She plans to interact with the college and the students will be given first priority to these slots.

Commissioner Jones recommended that this matter be referred back to the Childcare Committee to schedule a meeting with Ms. Starr. Commissioner Jones concurred that there are no expansion monies for childcare. Commissioner Ettinger noted that the Commission is exploring the possibility of developing a program with the Children's Council and they are awaiting recommendations. Commissioner Jones suggested that the Children's Council be notified that there is another interested agency and could they prepare a presentation for a meeting with the Commission and Ms. Starr. Ms. Starr was asked to submit her information prior to the meeting.

IX. PUBLIC COMMENTS

Mr. Joseph Landry announced that the 1990 Census will be circulating throughout the Bay Area and everyone was asked to pariticpate in the process. He distributed a job announcement for positions with the Bureau of the Census. The information obtained for the census will be confidential.

Ms. Towns announced that the S.F. SAFE and WISE Programs have job openings.

X. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried for adjournment. The meeting adjourned at 7:45 p.m.

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

JULY 26, 1989

SOUTHEAST COMMUNITY FACILITY
1800 Oakdale Avenue
SAN FRANCISCO, CALIFORNIA 94124

6:00 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications

V. Department of Social Services - Discussion of Space Utilization

VI. New Business

VII. Public Comment

VIII. Adjournment

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
WEDNESDAY, JULY 26, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Wednesday, July 26, 1989 at 6:25 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Ethel Garlington
Commissioner Espanola Jackson

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Cheryl Towns, Public Information Officer; Karen Pierce, GAIN Coordinator; Gloria Casey, District/Transportation Coordinator, Senior Escort Program; Rufus Davis, BVHP Crime Abatement Committee; Lucille McGee, Phillip Bailey, Aaron Casey, Rosia Robinson and Bessie Franklin, Senior Escort Staff Persons; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Brown, seconded by Commissioner Palega and carried to adopt the minutes of July 13, 1989.

IV. COMMUNICATIONS

a) Letter from the Mayor - Response to the Commissioners' letter regarding the Senior Escort Program. A statement in the Mayor's letter was questioned that read:

> Also, because the City recently identified an additional $7 million in funds, I am increasing Senior Escort's budget for the continued operation of the BVHP Senior Escort district office.

Clarification is required as to who would benefit from the above--the BVHP Senior Escort Program or the city-wide program. Mr. Pitcher

contacted Mr. De Guzman for clarification, however, he was not aware of the letter and stated he would contact the Mayor's office. (A copy of the letter was forwarded to Mr. De Guzman)

Ms. Casey reported that the Board of Supervisors met on July 24th and ceased all transition operations until July 31st, at which time the Governmental Operations Committee (GOC) will hear the matter. The consolidation plans continue. The program is expecting to receive $85,000 from state funds for foot patrol to purchase dispatch equipment and hire a Foot Patrol Administrator. At present, the BVHP Senior Escort Program is open for business, staff is performing its duties, and no changes have occurred in terms of relocation.

Mr. Pitcher added that during the Board of Supervisors meeting on July 24, the Senior Escort's lease item was officially referred back to the Governmental Operations Committee. Seemingly, the Board of Supervisors is moving in keeping with what the SECF Commission is requesting. Mr. Pitcher cautioned the Senior Escort staff to continue following the instructions of their supervisors.

Mr. Quinn noted that an immediate decision is needed as to the amount of space the Senior Escort Program will require. As mentioned previously, the program is occupying 900 sq. ft. of space and reduction of space should be considered because two other groups are interested in the same area. The more space the program utilizes, the more difficult it is for the Department of Real Estate to negotiate with other agencies for leases. Commissioner Palega expressed concern that the Commission's efforts would be useless if there were not adequate space to accommodate the Senior Escort Program.

Ms. Casey noted that the space was identified for senior programming and questioned the other groups requesting occupancy. Mr. Quinn replied that there have been no commitments made, however, the other groups are city agencies. At present, the main focus is to have full utilization of the senior area. Commissioner Palega added that it is not the intent of the SECF Commission to exclude senior programming from the facility. In light of the fact that the program is moving towards the July 31st lease cancellation and there has been no communication from interested senior programs, it is incumbent upon the Commission to seek other potential tenants. First consideration should be given to senior programming and if there are interested groups, the Department of Real Estate should be contacted.

Mr. Pitcher suggested that the discussion be deferred until an interpretation of the Mayor's letter is received. Commissioner Jones recommended that no action be taken until after the meeting on July 31st and review by the GOC. The Supervisors should be apprised of the Senior Escort's continuing transition of its reorganization plans/consolidation.

b) Letter from the Senior Escort Program - Response to specific questions asked by the Commission and a printout of the program's budget operations. Commissioner Jones asked for clarification of Mr. De Guzman's title--is he officially the Executive Director? Ms. Casey replied that

Mr. De Guzman was appointed Interim Director by Mr. Reyes upon his resignation and Chief Jordan was informed of such. Commissioner Ettinger questioned whether or not the Police Commission would hold a public meeting to address the vacant position. Commissioner Jones asked that the Childcare & Senior Area Vacancies Committee schedule a meeting with Mr. De Guzman to discuss the letter in detail.

After discussion related to approaching the Police Commission about these issues, Mr. Pitcher suggested that the SECF Commission work with the Mayor and Board of Supervisors. Commissioner Palega asked that the Commission work solely with the Mayor and submit a letter requesting clarification of: a) the application of the $7 million; b) the continuance of the consolidation pending the decision of the Board of Supervisors; c) the executive director position; and d) other concerns of the Commission. Commissioner Jones suggested that a letter be sent to the Mayor requesting an audience with him as opposed to requesting written clarification. It has been difficult for the SECF Commission to make decisions and/or commitments regarding the senior area because of the status of the Senior Escort Program.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Brown and carried to write a letter to the Mayor requesting an audience with him.

c) Letter sent to Dr. George Davis - On July 14th, Dr. Davis was informed that the offer of occupancy has been rescinded with an explanation of such action. Dr. Davis has not responded.

d) Request from Urban Economic Development Corporation - UEDC has requested utilization of space at the facility to hold a six-week free entrepreneur training program. These workshops are to assist small business persons (about 15-20 participants) in starting and operating businesses, loan packaging, and pertinent information of resources. The workshops have been tentatively scheduled to start August 23rd thru September 27th, Wednesdays from 7 p.m. to 9 p.m.

Mr. Pitcher asked that this matter be referred to staff to work with UEDC in locating space for their program. Commissioner Madison expressed that this program would be beneficial to the community and all efforts should be made to accommodate them.

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Palega and carried to accommodate the UEDC's request.

V. DEPARTMENT OF SOCIAL SERVICES - DISCUSSION OF SPACE UTILIZATION

Ms. Karen Pierce was invited to make a presentation of probable utilization of the senior area. She reported that the intention of the Department of Social Services (DSS) is to find locations in the Bayview Hunters Point area or the southeastern sector of the City to house two units of child welfare workers and one unit of GAIN social workers.

The original plan was to have one unit of child welfare workers, however, when the concept was presented to the Children's Services Division, two units were requested to be moved to this area. The Children's Protective Services was concerned as to whether or not a separate entrance could be made in this facility to protect the confidentiality of their clients. At this point, Ms. Pierce did not know what the ramifications were if the Senior Escort Program remains in this facility. The DSS intends to relocate 30 employees to this facility to provide services--should the space become available. It was also considered that perhaps the rear classroom space which is occupied by the S.F. Community College District would become available to meet their needs. The GAIN Program is going to be expanding quite rapidly and would require additional space, particularly classrooms.

The GAIN Program can share space with outside agencies, but the Child Welfare Program should be housed with groups affiliated with the DSS. For confidentiality reasons it is more difficult for the Children's Protective Services to share space. Their work entails investigation and removal of children from their homes and parents--intervention when there is an allegation of child neglect or abuse and the activities surrounding the reunion of parents and children. There may be cases where there has not been abuse or neglect, however, when a client enters that unit, there will always be an assumption that may stigmatize people--child welfare is a very sensitive area.

The GAIN Program has been targeted to serve people from this area, however, people city-wide are entitled to the same services. It is anticipated that the majority of GAIN participants will be from the southeast section of the City. One of the reasons for the move is that the Children's Protective Services are isolated from the communities they serve, the need to be more accessible, and to have a better understanding of the community as well as their clients.

The site office would be open eight hours per day for workers to have appointments with their clients and make home visits. This will be a full office operation consisting of: a) the GAIN Program - 6 social workers, 1 clerk, 1 supervisor and 1 senior supervisor; and b) the Child Welfare Program - a staffing of approximately 20 employees.

Ms. Pierce explained the procedures and operations of the Child Welfare and GAIN Programs. The GAIN Program's approach is to recommend that participants enroll in a community college near their residence, however, they have the option of selecting any site they prefer. The majority of participants who have been referred to remedial education have chosen the Southeast Community College Center. The DSS can assist the college in filling classrooms and all client activities can be done in one facility--childcare, appointments with workers and training programs.

The space in this facility is adequate to accommodate the GAIN Program. During the next three phases of the program, when it expands, there is a possibility that other sites would have to be added. Ms. Pierce did not know what the particulars were regarding how much space would be needed and asked that Ms. Judy Shultzman be contacted for this information. Mr. Quinn felt that the maximum occupancy would be 25 persons. He suggested that

perhaps space from the college could be acquired to facilitate the DSS. The lease agreement may contain language that specifically limits programming activities per the desire of the SECF Commission, if necessary.

Commissioner Jones thanked Ms. Pierce for her presentation and informed her that when the final decision is made regarding the senior area, she will be notified.

II. NEW BUSINESS

Commissioner Palega asked to be excused from the next Commission meeting.

Commissioner Jones reminded everyone of the GOC meeting on July 31st at 10 a.m., City Hall Room 228.

II. ADJOURNMENT

A motion was made by Commissioner Palega, seconded by Commissioner Ettinger and carried for adjournment. The meeting adjourned at 7:45 p.m.

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

AUGUST 10, 1989

SOUTHEAST COMMUNITY FACILITY
1800 Oakdale Avenue
SAN FRANCISCO, CALIFORNIA 94124

6:00 P.M.

AGENDA

I. Call to Order
II. Roll Call
III. Approval of Minutes
IV. Communications
V. Report: Todd Cockburn, Executive Director - CWP or Disignee
VI. Report on Childcare Operation
VII. Report on Senior Escort Program
Viii. New Business
IX. Public Comment
X. Adjournment

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
THURSDAY, AUGUST 10, 1989
5:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

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. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Thursday, August 10, 1989 at 6:15 p.m.

. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison

Excused: Commissioner Sululagi Palega

Others Present: R. Todd Cockburn, Executive Director of Clean Water Program (CWP); Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Cheryl Towns, Public Information Officer; Patricia Walton, Director of Southeast Community College Center; Gloria Casey, District Transportation Coordinator, Senior Escort Program; Rufus Davis, BVHP Crime Abatement Committee; Phillip Bailey and Aaron Casey, Senior Escort Staff Persons; Willie McDowell, SECF Staff Person; and Liz Palega, Secretary, SFCCD/SECF Commission.

. APPROVAL OF MINUTES

A motion was made by Commissioner Brown, seconded by Commissioner Ettinger and carried to adopt the minutes of July 26, 1989.

. COMMUNICATIONS

There were no communications to report.

. REPORT ON CHILDCARE OPERATION

Commissioner Ettinger reported that the Childcare and Senior Area Vacancies Committee met on August 2nd and 9th to discuss childcare services. He extended his appreciation to members of the community and staff for their support and input.

The Postal Service has expressed a need for evening childcare and the Catholic Charities expressed a desire to submit a proposal for the operation of the childcare facility, if an RFP were issued. A specific amount of childcare slots exist and a start-up operator may be difficult to locate. The evening slots would most

likely be non-subsidized and most non-profit operators cannot operate a center that caters to both non-subsidized and subsidized slots.

Ms. Clara Starr of the S.F. Community College District (SFCCD) has requested to become the operator of the childcare facility and has submitted a general proposal. The program currently serves a wide spectrum of the community through existing subsidized childcare slots. Ms. Starr feels that the Southeast Community Facility is ideally suited for the SFCCD program and requires a response by August 21st. The SFCCD has the equipment and furniture, however, it is not feasible to share with other groups. They have no mechanism for collecting fees and it would be difficult operating a 24-hour childcare center for non-subsidized slots.

The Committee unanimously voted to frame a Request for Proposal (RFP) based on guidelines drafted by Commissioner Madison. The Committee also recommended that the Commission review the draft and approve it for submission to the Department of Real Estate and City Attorney for appropriate legal language, to distribute to potential childcare operators. Commissioner Ettinger gave a brief summary of the goals and objectives outlined in the RFP draft.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to accept Commissioner Ettinger's report.

ACTION: A motion was made by Commissioner Garlington to approve the RFP draft for submission to the City Attorney's office, the Department of Real Estate, and final approval by the full Commission. This motion died for lack of a second.

Commissioner Jackson expressed that this is the first discussion of the RFP draft and no criteria have been set by the Commission. Also, in the initial planning of the childcare center, it was asked that a 24-hour day care service be provided, which should be one of the primary criterion.

ACTION: A motion was made by Commissioner Jackson to approve the criteria stipulated in the RFP for potential childcare operators. This motion died for lack of a second.

Mr. Pitcher clarified that once a motion is carried to accept a report, it is inclusive of all documents submitted, unless otherwise specified.

Commissioner Garlington suggested that another agency be sought for the evening program to accommodate the postal, Muni, treatment plant and hospital workers. Plans will have to be made with the SFCCD in trying to secure another agency for the evenings because the SFCCD cannot fulfill those needs of the community. Commissioner Ettinger asked that the RFP be expedited to ascertain how many of the requirements the SFCCD can meet. Commissioner Madison suggested that the SFCCD be granted temporary occupancy (for about a year), to allow time for submittal of RFPs and to do a needs assessment on how many parents would utilize 24-hour service and the age groups to be served.

Commissioner Jones explained that the process would not take a year for full operation. She concurred that there needs to be a survey conducted to determine the 24-hour service. The staff could gather the pertinent information and approach various agencies regarding participation in a 24-hour program. The opening of the facility entails securing adequate funds, competent staffing and qualified agencies

to provide the services needed. She felt that permitting an agency temporary utilization would not be a sound decision and the expense of purchasing equipment for short-term usage is unfair to any agency. Also, relocating a temporary agency if they were not selected after the RFP process, would be unjust to the children, parents and the agency. Acquiring staff for the facility would not be difficult--providing competetive salary scales. The SFUSD and the SFCCD pay very well for qualified staff, whereas, non-profit organizations cannot afford high salaries because they do not have adequate supplemental funds and are solely dependent upon the State's funds. The acquisition of equipment and furniture depends upon how many slots are allocated to an agency. The SECF has an advantage in that the Licensing Bureau has surveyed the facility and has estimated how many children can be served. The licensing process for an operator takes approximately 60 days to complete. Commissioner Jones concluded that if the Commission takes immediate action, the center can be open for business on or before December 31st.

Commissioner Jackson reminded the Commission of the mitigation and the need for 24-hour childcare service. She felt that only operators who can provide 24-hour service should be considered. She asked if it were possible for the Commission to provide the equipment for the facility and be responsible for hiring the staff to operate the center. She reiterated that it is the Commission's responsibility to the community to carry out the original goals of the mitigation.

ACTION: A motion was made by Commissioner Jackson that if no agency can be secured to provide the required services, the Commission should operate the childcare center. This motion died for lack of a second.

Mr. Cockburn explained that there is money available in the budget for supplies, which could be applied towards a limited purchasing of equipment. Should the Commission desire to purchase equipment, Mr. Cockburn suggested that a clause be added to the lease agreement reflecting that operators would be liable for depreciation and/or damage. The facility is already equipped with a kitchen. Plumbing can be expanded to meet the licensing requirements for larger programs. All of the above is possible, however, it would be very complicated for the Commission to get involved in the operation of the center. This would require a position/contractual service to the budget and a source of revenue that does not currently exist. The Commission would be placing themselves in a position of securing revenues to justify the program.

Commissioner Jones asked that staff devise a budget and explore the possibility of purchasing equipment. Mr. Pitcher asked that the Commission provide an itemized list and cost for the preparation of the budget. Commissioner Garlington suggested that Commissioner Jones generate the requested list for submission to staff. It was noted that the RFP will not include that the childcare facility will be equipped.

Ms. Walton reported that the SFCCD is a non-profit organization and cannot collect fees for services. They have to remain within the perameters of the grants and the monies allocated for staffing. The grants are issued for a term of one fiscal year, July 1st thru June 31st. The SFCCD childcare program operates year round and there are currently 17 slots available to those applicants who qualify. The deadline of August 21st is not mandatory. Ms. Starr was trying to meet the needs of the college which is opening on that date. The time that the childcare center opens for business is another factor and it is hoped that it will open early enough to accommodate the students. Ms. Walton asked if parents with multiple

children will be accepted into the Southeast Community Facility. The students have expressed a desire to place their children in the same childcare center.

Commissioner Jones noted that the slots awarded to the SFCCD do not cover infant care; which means that those students with infants and toddlers still cannot bring them to the same center. The Southeast Community Facility (SECF) is equipped for infant care and can house the three childcare components: a) State (free of charge); b) subsidized (reduced rates); and c) non-subsidized/private care (full rates). The State has a sliding scale that agencies use, however, every agency has the option of developing their own scale. The SECF can attract private care, which depending upon the parent's income, could pay as high as $500 per month. The operator of the after school and evening care should also consider accommodations for 8-12 year old children; there is a great need for this service.

Commissioner Ettinger questioned if the Commission desired two or one operator for the facility. Mr. Cockburn encouraged that one operator be sought because there are usually problems with two, e.g. cleaning up of the facility and depreciating the equipment/furniture. Commissioner Jones added that there will also be problems with intermingling children if there are two operators. The children under subsidized funds cannot be mixed with those that are non-subsidized, and the space is not large enough to separate the two groups. Mr. Cockburn concluded that should the Commission desire to have two operators, the legal staff would have to be consulted. The lease would have to be modified to reflect less than $500. As mentioned previously, leases exceeding $500 per month must have the Board of Supervisor's approval, which would take about six weeks. At this point, it would be impossible to accommodate the SFCCD, unless a temporary lease agreement is made.

Commissioner Ettinger asked what the time span would be in generating a formal RFP? Mr. Cockburn replied that this process would take about two weeks. He explained the RFP process. If there is a clear sense of direction, the total RFP process could take, at a minimum, about two months. In order to do this, the staff would need explicit instructions as to the Commission's desires and how the proposals are to be evaluated. Past experiences have been that no one agency can meet all the conditions of an RFP. How the Commission plans to weigh the proposals would also have to be presented during the initial submission of the RFP. This will let the applicants know how they will be rated when they are preparing their proposals. A scale of some sort would have to be developed to weigh the various criteria and how these are going to be taken into consideration when the final decision is made. The RFP that was presented by the Committee is specific enough and there are a few legal items that would have to be added, e.g. complying with the Administrative Code Sections 12a, b, c, d and other standards that the City Attorney's office requires. Also, the Commission would have to comply with the local and minority business ordinances in making evaluations. Mr. Pitcher indicated that he will meet with Mr. Cockburn, the Department of Real Estate and the City Attorney's office to devise a scale for weighing the information to make a recommendation to the full Commission.

ACTION: A motion was made by Commissioner Ettinger, seconded by Commissioner Garlington and carried to submit the RFP draft to the appropriate sources to develop an RFP.

I. REPORT ON SENIOR ESCORT PROGRAM

Commissioner Jones reported that the Childcare and Senior Area Vacancies Committee

met with Deputy Mayor Gayle Orr-Smith and a budget analyst from Harvey Rose's office, on August 8th. The meeting resulted from the hearing that was conducted on July 31st where it was mentioned that the SECF Commission has offered the Senior Escort Program space to house their central office. This request never went through the appropriate channels and Ms. Orr-Smith decided to meet with the Committee. The Committee expressed their concerns about the Senior Escort Program: a) the audit that revealed mismanagement of funds and staffing; b) the administration; c) the rationale of the consolidation, cost effectiveness; d) the the relocation of the programs to Market Street; e) justification of the additional monies allocated to the program; f) the daily staff meetings; and g) the housing of vans at the Northern Police Station.

Ms. Orr-Smith expressed her dismay regarding the situation and was pleased that the SECF Commission had apprised her of the matter. She assured the Committee that she would present these issues to the Police Commission and report back to the SECF Commission. Ms. Orr-Smith also indicated that she will ask the Chief and Police Commission for permission to try to reinstate a Senior Citizen Advisory Board. The advisory board will consist of 11 members from various communities and will assist in the oversight of the Senior Escort Program.

Commissioner Jones suggested to Ms. Orr-Smith that she meet with the Senior Escort staff and Mr. Mark Foerester, who initiated the original proposal for this operation, to get a better sense of the program. Also, Ms. Orr-Smith was asked to review the program for its current needs since there have been a number of changes: a) the staff need orientation, training and motivation; b) outreach and community work is needed to acquaint and apprise residents of the services; and c) the need for change in administration because there is no incentive for staff advancement or evaluation. Commissioners Jones and Jackson felt very confident about the meeting and believe that there will be positive results.

Mr. Bailey reported that he recently did a logistical survey for the time it takes to travel by bus from Bayview Hunters Point to the Chinatown office. It took approximately 1 hour and 35 minutes and by car it took 17 minutes. It is assumed that the survey was conducted to prove that the distance from the Bayview Hunters Point area is too far for picking up clients. It was noted that some escorts have to take the bus to meet their clients. The vans are brought to the Market Street office daily and the drivers have to report there to get their assignments and pick up the vans. The process has changed since the relocation to Market Street. Ms. Casey and staff explained the escort process. There is one crime prevention supervisor and five staff persons to cover the Potrero Hill and Bayview Hunters Point districts. There are 18 clients in the Bayview Hunters Point and 72 clients that were part of the Delancey Street contract who are served by the BVHP Senior Escort Program.

Mr. Pitcher asked if the Bayview Hunters Point staff would do outreach and contact churches, community groups and seniors to inform them of the services and encourage them to utilize them. Many of the residents are not aware of the program and its existence. Mr. Bailey noted that many of the seniors were discouraged when they were asked at one time to pay for the services even though the BVHP program has been free of charge since June of this year. Ms. Casey explained the payment process and, at present, Bayview Hunters Point is the only program that does not charge clients. The minimum age requirement initially was 55 years and is currently 60 years of age. Mr. Pitcher offered assistance in preparing fliers for the program to circulate throughout the community.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Jackson and carried to accept Commissioner Jones' report.

I. NEW BUSINESS

Ms. Walton asked that permanent trash containers be placed around the facility. The faculty has asked that the time of the street cleaning be changed to the late evenings to allow for ample parking during the day. Ms. Walton would like a calendar of the various subcommittee meetings. She asked if it were possible to identify Commissioners to work with the college in getting the culinary and library started. For public relation purposes, there is a video tape of the college available to those Commissioners who have public speaking engagements. She also would like the Commissioners to meet her staff. Lastly, she asked if the Commission would consider developing a brochure of all the programs at SECF to circulate throughout the community. The college staff has asked that a telephone hotline be installed in the main lobby for all the SECF programs.

Commissioner Jackson expressed concerns regarding the parking availability and staff being violated for parking in college stalls. Mr. Pitcher explained that as part of the lease negotiation with the college, there is a designated parking for the college, greenhouse, childcare, senior area, facility manager, stationary engineer and two handicapped stalls. There are not ample parking provisions to accommodate visitors, however, the Commission can park near the back entranceway parallel to the fence or near the loading dock. The college security can only ticket the stalls that are assigned to the college. They are not authorized to ticket anywhere else. Commissioner Garlington asked that the stalls be identified so that persons requiring parking spaces will not be ticketed. The Commissioners were in total agreement. Commissioner Madison asked that staff devise parking stickers for the Commissioners' vehicles.

J. PUBLIC COMMENT

No comments were made.

K. ADJOURNMENT

A motion was made by Commissioner Madison, seconded by Commissioner Garlington and carried for adjournment. The meeting adjourned at 9:10 p.m.

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

AUGUST 23, 1989

SOUTHEAST COMMUNITY FACILITY
1800 Oakdale Avenue
San Francisco, California 94124

6:00 P.M.

AGENDA

I. Call to Order
II. Roll Call
III. Approval of Minutes
IV. Communications
V. Report: Todd Cockburn, Executive Director - CWP
or Designee
VI. Discussions: Childcare Area Vacancy
Senior Area Vacancy
VII. New Business
VIII. Public Comment
IX. Adjournment

SOUTHEAST COMMUNITY FACILITY COMMISSION

August 23, 1989

The Minutes of this meeting are missing.

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

SEPTEMBER 14, 1989

SOUTHEAST COMMUNITY FACILITY
1800 Oakdale Avenue
San Francisco, CAlifornia 94124

6:00 P.M.

AGENDA

I. Individual Commission Portraits
II. Call to Order
III. Roll Call
IV. Approval of Minutes
V. Communications
VI. Report - Todd Cockburn, Executive Director - CWP or Designee
VII. Committee Report:
Childcare and Senior Area Vacancies
VIII. New Business
IX. Public Comment
X. Adjournment

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
THURSDAY, SEPTEMBER 14, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room

I. INDIVIDUAL COMMISSION PORTRAITS

The Commissioners had their photographs taken and a tour of the main lobby was done to identify a location to mount the pictures.

II. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Thursday, September 14, 1989 at 6:50 p.m.

III. ROLL CALL

Commissioners

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Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Cheryl Towns, Public Information Officer; Rufus Davis, BVHP Crime Abatement Committee; Lucille McGee, Senior Escort Staff Person; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

IV. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson, seconded by Commissioner Ettinger and carried to adopt the minutes of August 23, 1989.

V. COMMUNICATIONS

Letter of commendation to the Commission from Mr. Rufus Davis was submitted for the Commissioners' perusal.

Response was forwarded to Mr. Emil De Guzman's letter of August 14th, on behalf of the SECF Commission. Commissioner Jones spoke to Supervisor Walker's office and was informed that another letter has been sent from Mr. De Guzman. She has not received the letter, however, it could have been sent to 1800 Oakdale. She noted that mail addressed to her at the Oakdale address, has been received open and she asked that staff follow through on the mail handling. Mr. Pitcher will contact the Senior Escort Program for a copy of the letter.

VI. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that the business cards and stationery for the Commissioners are in the process of being printed. The staff was awaiting amendment of the legislation of the officers' titles, however, they have proceeded with the printing. The business cards will be available at the next Commission meeting. He suggested that the I.D. pictures be selected from proofs that were taken earlier that evening. The individual proofs will also be ready for each Commissioner's selection at the next meeting, September 27th. It was noted that all Commissioners would have to be in agreement with one group picture to be developed.

Mr. Cockburn and Mr. Pitcher met to discuss additional restrooms in the childcare facility. They anticipate no problem in acquiring extra fixtures (commodes, sinks and handicap rails) to complete the restroom facilities. This project will be funded by the City. Commissioner Jones noted that sinks are needed for each commode. After further discussion, it was decided that the staff visit the CAHEED childcare center to review the restroom layout. The tour was scheduled for Monday, September 18th at 9:00 a.m.

Commissioner Madison expressed that there seems to be some uncertainty as to what improvements are required in the childcare facility. He suggested that a second inspection be done by the State licensing bureau to assure that all improvements are in compliance with the applicable regulations--before a childcare operator occupies the space. Mr. Pitcher replied that a second inspection can be done, however, it is known that commodes are needed and, therefore, should be installed immediately. Commissioner Garlington added that the plumbing has been installed for additional commodes, but the sink plumbing would have to be explored.

At the Childcare Committee meeting held on September 13th, Mr. Pitcher was asked to contact Ms. Careth Reid and Ms. Lynn Beeson to ascertain their permission to serve on the Childcare Screening Committee. Both parties have agreed to serve on the committee. The City will work with the potential childcare operator, at the operator's expense, concerning additional needs to operate the facility. Commissioner Jones had concerns of the lack of storage space available. Mr. Quinn suggested seeking space outside or within another part of the building. Commissioner Ettinger clarified that extra accessories, special fixtures and/or equipment could be discussed with the individual operator, during the negotiation of the lease. Commissioner Jones encouraged the Commission not to overcommit themselves and let the Department of Real Estate and staff handle the details. Commissioner Ettinger concurred that, at this point, it was not known who the provider will be and it would be unwise to add additional equipment until a provider has been selected to express their needs. Mr. Quinn stated that from the Department of Real Estate's point of view, just the bare essentials would be appropriate.

Mr. Pitcher reported that the request by Ms. Patricia Walton for outside trash receptacles has been met (two containers). Negotiations are being made for two additional trash containers--dependent upon the cost.

DPW has agreed to move the street cleaning for Oakdale (the side that SECF is situated) to midnight. However, the Phelps street cleaning is going through the normal channels to change the hours because of the residents on the other side of the street. This process will call for a public hearing and the residents in this area will be notified and have an opportunity to protest or agree.

It was brought to Mr. Pitcher's attention that the construction of the Auxiliary Water Supply System (AWSS) on Third Street was being handled improperly. There were no notices sent to the residents. The construction is being done by PG & E and an outside contractor from Fresno. The CWP has apprised City Hall of the problem. Mr. Pitcher commended Commissioners Jackson and Jones for bringing this to his attention. Commissioner Jackson expressed that there was no community or minority involvement in the construction project and questioned the affirmative action process in the community. It was her understanding that projects such as these are to employ at least 50% local residents, which is not the case in this project. There are numerous construction companies that could have done the work as opposed to employing a firm based outside the City. Mr. Pitcher suggested that perhaps at some later date, the Commission could research the affirmative action policy in the community. Commissioner Brown noted that this particular project was funded by the City and the affirmative action policy should have been instituted. Commissioner Palega concurred that the hiring of community residents by outside agencies to work on community projects needs to be reviewed. Also, a number of unions that are supportive of the community should be involved in the procurement process. Perhaps this issue could be raised with the procurement staff as to where these bids are going and the agency's outlook on the affirmative action policy.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to accept Mr. Pitcher's report.

There was further discussion on the construction of the AWSS. Mr. Pitcher suggested that the persons responsible for the construction and a PG & E representative be invited to the next Commission meeting to explain the affirmative action and communication with residents. Commissioner Brown noted that by the next Commission meeting, the construction would have been completed and that the Commission should take immediate action. The point is that City funds are being used and community residents or minorities do not have access to those jobs. Time is a factor and once the work is completed, the issue will have no relevance. Mr. Pitcher withdrew his suggestion.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Brown and carried to forward a letter to the appropriate parties, with copies to the Mayor, PG & E Board Chairman, Human Rights Commission Director, DPW Director and the Fire Department informing them of the problem (affirmative action and communication).

Mr. Pitcher clarified that the construction project involves joint funding between the DPW and the Fire Department. It is a two-year project and Third Street is the first phase. He suggested arranging an appointment with the Human Rights Commission Director and the SECF Commission for September 18th or 19th. The Commissioners will be notified of confirmation.

VII. COMMITTEE REPORT - CHILDCARE & SENIOR AREA VACANCIES

Commissioner Ettinger reported that the Committee met on September 13th to review a draft of the RFQ and childcare needs assessment prepared by the staff. The drafts were discussed and recommendations for changes were made by the Committee. The staff made the requested revisions and copies were distributed to the full Commission for review and approval. The Committee recommended approval of both documents.

Commissioner Ettinger explained the schedule and the selection of the screening committee. It is hoped that a concensus can be reached by November 20th and approval by the Board of Supervisors by the first or second week in January. The RFQ and childcare needs assessment for 24-hour childcare were discussed at length by the full Commission. Revisions made by the full Commission were noted on the drafts.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Palega and carried to accept the RFQ with the necessary revisions.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Brown and carried to accept the needs assessment with the necessary changes.

The needs assessment will be circulated to students at the Southeast Center, childcare centers, post office, muni and hospitals. The RFQs will be distributed to all childcare providers throughout the City. In determining childcare utilization, first preference will be given to residents of the Bayview Hunters Point community. In the needs assessment, the address of the applicant will assist in determining applicable information. The survey will be conducted mainly for people who live and work in the Bayview Hunters Point district.

III. NEW BUSINESS

Commissioner Palega asked what the staff was doing in terms of finalizing a Manager for the SECF. Mr. Pitcher replied that a draft of the job description has already been submitted for the Commissioners' review. The staff has been working with the DPW Personnel Director and Civil Service on the final details. The job description and a proposed job announcement (City classification) will be available for executive session at the next Commission meeting.

IX. PUBLIC COMMENTS

Ms. Lucille McGee stated that the process of the Senior Advisory Council has been completed, pending approval from the Board of Supervisors. She spoke to Ms. Rebecca Stark and was informed that there was only one representative from Bayview Hunters Point on the council--Ms. Stark was the designated person. There was a meeting of the proposed council and 10 to 2 members were in favor of the consolidation. It was Commissioner Ettinger's understanding that the Board of Supervisors had asked a group of seniors to be advisors to reactivate the Senior Advisory Council. Seemingly, the Senior Escort administrative staff have selected people to serve on the council. Ms. McGee stated that each office was given an opportunity to delegate a representative to serve on the council.

Ms. McGee was not knowledgeable as to the process or methods used in the selection of members to the Advisory Council. Commissioner Ettinger expressed concern and asked for action on the part of the Commission. Mr. Pitcher suggested contacting Mr. De Guzman and requesting a list of the persons who were selected to serve on the council and what process was used. The slate will be presented to the Board of Supervisors on Monday, September 18th. Commissioner Palega suggested sending a letter to the appropriate parties to defer the matter until which time the Board can review the process/technique that was used in selecting applicants. Mr. Pitcher asked that the letter be addressed to the Mayor and copies be sent to the Police Commission and Board. Commissioner Ettinger asked that the letter emphasize the unethical behavior on the part of the Senior Escort administrative staff. Commissioner Jones encouraged each Commissioner to contact Supervisor Gonzales to express their concern of the questionable selection process used. The phone number is 554-5338.

X. ADJOURNMENT

A motion was made by Commissioner Palega, seconded by Commissioner Madison and carried for adjournment. The meeting adjourned at 8:50 p.m.

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

WEDNESDAY, SEPTEMBER 27, 1989

SOUTHEAST COMMUNITY FACILITY
1800 Oakdale Avenue
San Francisco, California 94124

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6:00 P.M.

AGENDA

I. Selection of Commissioner's Portrait Proofs
II. Call to Order
III. Roll Call
IV. Approval of Minutes
V. Communications
VI. Report - Todd Cockburn, Executive Director, CWP or Designee
VII. Resolution to Change Commission Meeting Date - November 22, 1989
VIII. Discussion of Portrait and Community Plaque Placements
IX. Discussion of Meeting with Human Rights Commission Executive Director
X. New Business
XI. Public Comment
XII. Closed Session
XIII. Adjournment

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
WEDNESDAY, SEPTEMBER 27, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Palega, Vice Chairperson, on Wednesday, September 27, 1989 at 6:25 p.m.

II. ROLL CALL

COMMISSIONERS

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Shirley Jones

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Cheryl Towns, Public Information Officer; Rufus Davis, BVHP Crime Abatement Committee; Patricia Walton, Director of Southeast Community College Center; Lucille McGee and Bessie Franklin, Senior Escort Staff Persons; Eddie Knott, resident; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to adopt the minutes of September 14, 1989.

IV. COMMUNICATIONS

1) A memo was sent to the Commissioners informing them of a meeting scheduled with Mr. Peter Jamero, Executive Director of the Human Rights Commission on September 27th at 11:00 a.m.

2) A memo was forwarded to the Commissioners apprising them that the Senior Escort matter that was heard by the Board of Supervisors on September 18, was continued to the full Board meeting on October 2nd at 2:00 p.m.

3) The RFQ and needs assessment for the childcare facility have been finalized (copies were distributed to the Commission for review). The announcement that will be sent to the media was prepared and is being circulated. The Examiner, Chronicle, Sun Reporter and Independent newspapers are being considered to advertise the RFQs. No definite decision has been made, however, as a cost factor. Distribution of the needs assessment is being made to Ms. Martha Roditti for circulation to family day care providers. Ms. Walton will ask her faculty to have each class complete the forms. The staff will follow-up on securing persons to serve on the screening committee.

4) A childcare flier from another agency and an enrollment application packet from the City Attorney's Fox Plaza Infant Care Center were submitted for the Commissioners' perusal.

5) Mr. De Guzman's letter that was mentioned at the previous Commission meeting was submitted. Commissioner Ettinger questioned the letter in terms of the actual amount of space required to house the Senior Escort Program. He asked if staff had researched the tape of May 24th and if so, what were the results? Mr. Pitcher replied that the tape was replayed and denied Mr. De Guzman's statement. He explained his findings in detail. Commissioner Ettinger recommended that a copy of that segment of the tape be transcribed and sent as a response to the letter of September 12. Commissioner Madison suggested that the staff acquire the correspondence from the Department of Real Estate that supports Mr. De Guzman's statement. He felt that no action should be taken until the tape has been transcribed.

ACTION: A motion was made by Commissioner Ettinger, seconded by Commissioner Garlington and carried to allow staff to transcribe that portion of the tape concerning the program's required space--to clarify what was said (copies to be sent to those copied in Mr. De Guzman's letter).

6) The Senior Advisory Board roster that was requested by the Commission was available for the Commissioners to review. Mr. Pitcher noted that there is a possibility that that list will be abolished because of the questionable selection process.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher announced that the photograph proofs were ready for selection. The photographer was on hand to take the I.D. pictures and retakes for those Commissioners who were not pleased with the previous proofs. The Next set of proofs will be available next week. Commissioner Jackson thanked the staff for the business cards each Commissioner received.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Garlington and carried to accept Mr. Pitcher's report.

VI. RESOLUTION TO CHANGE COMMISSION MEETING DATE-NOVEMBER 22, 1989

Mr. Pitcher announced that the second regularly scheduled Commission meeting in the month of November will fall on the day before Thanksgiving. He asked the Commissioners if they desired to change their meeting date? The Commissioners decided to move the meeting to an earlier date.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Brown and carried to change the Commission meeting of November 22nd to Monday, November 20.

VII. DISCUSSION OF PORTRAIT AND COMMUNITY PLAQUE PLACEMENTS

Mr. Pitcher indicated that a location would have to be established to mount the pictures and plaque in the main lobby of the facility.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Madison and carried to mount the plaque then the pictures, from right to left.

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Garlington and carried to designate Commissioner Jackson to assist in showing the location, when the pictures and plaque are ready to be mounted.

VIII. DISCUSSION OF MEETING WITH HUMAN RIGHTS COMMISSION EXECUTIVE DIRECTOR

Commissioner Palega reported that Mr. Pitcher and he met with the Executive Director of the Human Rights Commission. The Executive Director, Mr. Jamero, was very cooperative and assured that all efforts will be made in resolving some of

the unemployment problems in the community. Mr. Pitcher gave a brief history and orientation of what the city structure had done in the past. The meeting was very positive and there was discussion of the high rate of unemployment city-wide. Mr. Pitcher concurred and added that the past affirmative action agreement for this community had expired. There was a discussion about reactivating the agreement and Mr. Jamero would like to meet with the Commission to report on what has been accomplished and his findings after reviewing the procedures and contract of the AWSS project.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Brown and carried to extend an invitation to Mr. Jamero to attend the next Commission meeting on October 12.

IX. NEW BUSINESS

Ms. Walton reported that at present, the college maintains a class average of 22 students, which is much higher than the 15 she had projected. She requested an opportunity to give a full presentation at the next meeting. Brochures of the college were distributed and Ms. Walton gave a brief outline of the programs. She encouraged everyone to take advantage of the computer offerings at the center.

X. PUBLIC COMMENTS

Mr. Eddie Knott expressed his pleasure in hearing about the meeting with the Executive Director of the Human Rights Commission and the need to explore affirmative action implementation in the community.

XI. ADJOURNMENT

The meeting adjourned at 7:45 p.m. Closed session followed to discuss the SECF Executive Director's position.

The New York Times/Mike Okoni

The Little Eagles Child Care Center at the regional postal center in Syracuse is set up to operate round clock. Red Viger visited his grandaughter, Danielle Burkhart, left, and a friend, during a break.

When Work Means Bring the Kid

(OVER)

By PETER T. KILBORN
Special to The New York Times

The New York Times NATIONAL

OCTOBER 5, 1989

By Peter T. Kilborn
Special to The New York Times

SYRACUSE, Sept. 29 — It is 10 P.M. and the lights are low. The toys, the high chairs, the diapers, the bottles, the crayons and the face paint have been stored for the night. Danny Ross, 3 years old, Ryan Moulton, 5, and Ryan's brother Jake, 3, are relaxing on canvas cots watching "Sesame Street" on videotape. Kristyna Jaquin, 2, is sound asleep beside them.

They are denizens of the Little Eagles Child Care Center in the regional postal center in Syracuse. Little Eagles, which opened a year ago this month, is a new departure in the efforts of parents, employers and organized labor to meet the needs of two-earner families, particularly parents who work when others sleep.

Two Cities Plan Similar Centers

Little Eagles is always open by 6 A.M. and for three months last year, it was open for 24 hours. It will stay open round the clock as demand requires. is While many centers are open 12 hours, Robert Lurie, the president of Resources for Child Care Management in Berkeley Heights, N.J., and other child care consultants said they knew of no other that is open 24 hours.

Similar centers are planned for Buffalo and Phoenix.

The center is a warren of rooms including a nursery, a kitchen and two bathrooms, and it has play areas both indoors and outdoors. By midmorning every day except Sunday, it is usually filled with its maximum of 33 children and the six workers who care for them.

Many employers are open at odd hours: the Postal Service, police and fire departments, hospitals, supermarkets, service stations, factories that run two and three shifts, and casinos in Las Vegas and Atlantic City.

These employers have suffered more than others from the nationwide shortage of qualified workers.

Although millions of young mothers have already entered the work force, they still constitute a pool of workers for the employers who can accommodate their needs. Audrey Freedman, a labor economist at the Conference Board in New York, says 81 percent of all people 20 to 64 years old work at least part of the year. About 53 percent of those who do not work are women at home with their children. To attract these women, 1,200 employers sponsor day care centers.

Digging Deeper for Workers

In Syracuse, the unemployment rate is 4 percent, a little more than a percentage point below the national average, and employers are feeling a need to dig deeper for workers. John W. Duchesne, the postmaster, says the day care center is important for recruiting new people and keeping those he has.

"I'm competing with the telephone company, the banks, Blue Cross, the state," he said. "All those employers are going after the same employee. If you come to me for a job, I will pay you more, but you're going to come in at 5:30 or 10:30 with Tuesday and Thursday off. You'll work those odd hours, but you've got a good child care place."

Of the 1,500 postal employees in the Syracuse area, 68 families who work here and at other nearby post offices use the center. The Postal Service and the American Postal Workers Union provided about $20,000 to help start the center. A board of 11 parents formally oversees it and contracts management to Kevin and Kathleen La Grow, who own a child care concern that runs three other centers with daytime hours.

Fee Is Low for the Area

The La Grows charge $68 a week for infants and $65 for older children, a fee that is low for Syracuse because the Postal Service provides the space and pays for utilities. Irregular users pay $3.75 an hour or $9 for five hours.

Ryan and Jake Moulton's mother, Gail, and Danny Ross's mother, Lauri, are machine clerks who start work at 5:30 P.M. and finish at A.M. They bring their boys in with them, and their husbands pick the children up when they get out of work, usually around 10. Kristyna, whose mother works the same shift, usually leaves about midnight when her father comes.

Mrs. Ross said her mother had lived with the family and took care of Danny for a while, but she left about the time the center opened.

The center's hours allowed Rick Moulton, who works at a drugstore warehouse, to move to the night shift. "By working nights," Mrs. Moulton said, "he could get a pay increase."

No one has tried to quantify the benefits the center gives the Postal Service. "I think it's definitely improved morale," said the director of human resources, Michael L. Brick, whose daughter also works at the post office and uses the center. Officials said absenteeism seemed to be down among employees who use the center, along with tardiness, sick leave and requests for schedule changes.

A 24-hour care center boosts morale and attendance.

'Employees Are Happier'

Howard Evans, the president of the Postal Workers Union local, helped to persuade Washington to approve the center as a pilot project. "The employees are happier, and it's made them a little bit more productive," he said.

When the center opened, it was not clear if the children of night workers would keep the same schedules as their parents, asleep by day and alert by night. The parents, it turned out, discourage this, in part to keep their children on their playmates' schedules.

But they are using the center in an unexpected way. Charlotte Tarwacki, the superintendent of the 10:30 P.M. to 7 A.M. shift, said: "Some of the night moms were trying to deal with their kids at home during the day while trying to get some sleep. They'd call in and they'd be off sick." Since the center has opened, Mrs. Tarwacki said the mothers were leaving the children at the center for the day while they sleep.

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

Thursday, October 12, 1989

SOUTHEAST COMMUNITY FACILITY

1800 Oakdale Avenue

6:00 p.m.

San Francisco, California 94124

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AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications

V. Report - Todd Cockburn, Executive Director, CWP or Designee

VI. Mr. Peter Jamero, Executive Director of Human Rights Commission to address the Commission.

VII. Questions and Answers

VIII. New Business

IX. Public Comment

X. Adjournment

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MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
THURSDAY, OCTOBER 12, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room
San Francisco, California

NOV 13 1989
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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Thursday, October 12, 1989 at 6:20 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Bobbrie Brown
Commissioner Matt Ettinger

Others Present: Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager, Rufus Davis, BVHP Crime Abatement Committee; Calvin Hayes, Business Development; Lucille McGee and Bessie Franklin, Senior Escort Staff Persons; Eddie Welbon, Bayview Homeowners and Residential Council; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried to adopt the minutes of September 27, 1989.

IV. COMMUNICATIONS

Mr. Pitcher discussed the communications that were submitted for the Commissioners' perusal:

a) An article in the New York Times was used as an example for what the Commission is seeking in a 24-hour childcare center.

b) The Independent Newspaper contained an article of the vacant Southeast Community Facility childcare center.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher stated that Mr. Cockburn expressed his regrets that he was unable to attend the meeting. Mr. Peter Jamero, Executive Director of the Human Rights Commission has requested to be on the agenda for the next Commission meeting.

The Commission's stationery was distributed for review and approval. The I.D. cards are in the process of being printed. The delay was because some of the cards required signatures. The photographs will be developed as soon as all Commissioners have made their selections.

The Budget Analyst has been working with Mr. Pitcher on the legislation that the Commission has requested. No date has been set for the hearing; however, when a meeting is scheduled, the Commission will be notified. Mr. Pitcher asked that at least two Commissioners be present during the hearing before the Board of Supervisors' Committee.

There was a discussion of concerns regarding the AWSS construction on Third Street: a) the areas that are under construction are not covered to prevent damage to moving vehicles; b) no provisions have been made to control the flow of traffic during the World Series; c) no notices have been sent to residents or businesses regarding barricaded areas; d) no warning signs are posted to alert drivers when approaching these areas; e) not enough toilet facilities for the workers; f) no monitors to assist the traffic entering these areas; and g) the affirmative action policy needs to be reviewed because there are very few minorities employed (it was noted that the community policy has expired and, at present, it only applies to Redevelopment projects).

Mr. Pitcher concluded that over 400 childcare RFQs have been sent to agencies and community groups throughout the City. The response has been good. No proposals have been received, however, several tours of the childcare facility have been made. There has been no opposition for the 24-hour day care, but many inquiries have questioned the need for this type of service. Ms. Antoinette Butler has been recommended by Ms. Landry as the parent to serve on the screening committee. Commissioner Jones noted the importance and relevance of selecting a parent whose children are currently in childcare centers. Mr. Pitcher will explore the matter to assure that the parent has children attending a center.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Palega and carried to accept Mr. Pitcher's report.

VI. NEW BUSINESS

The Plight of the Black Community for the Past 40 Years in San Francisco. Commissioner Jackson reported that the Human Rights Commission is establishing an Afro-American Task Force to do a study of the above. It is projected that the study will take three months for completion, however, a similar study was conducted in New York and it took 20 months.

Commissioner Jackson expressed concerns for conducting a study as far back as the 40's, when a study of the past 20 years would be adequate. Film strips and brochures are already available to identify the actions of the first Blacks who migrated to San Francisco. She questioned if the projected period of three months would be sufficient time to do a thorough study. Also, whether or not the staff assigned was qualified in this field. She suggested that professional staff be hired who have the expertise of accumulating statistical data on the progression of accomplishments by Blacks.

Mr. Pitcher explained how the task force was formed and noted that there are no funds available to hire others to do the study. He suggested that if the Commission desires, he will ask Mr. Jamero to give a report on this subject during his presentation.

Commissioner Garlington questioned the rationale for a study of Blacks in San Francisco. Mr. Pitcher replied that studies have been done on all ethnic groups. The census of 10 years ago reflected a population of 12-16% Blacks in San Francisco. A projection has been made for the year 2,000 of each ethnic group that will reside in San Francisco and the results were: a) decrease in Blacks and Caucasians; and b) increase in Asians and Hispanics. Probable reasons for the projected decrease in the Black population as it relates to housing is: a) a relocation because of housing renewal development; b) the high cost of living; or c) investors and absentee landlords purchasing the property. The study will reflect what can happen to make a difference in the ethnic population.

Update on the Senior Escort Program. Ms. Bessie Franklin reported that she escorted a group of seniors to City Hall where the Mayor and Board of Supervisors addressed the public about the status of the Senior Escort Program. There was some controversy when Mr. De Guzman stated that all the seniors were in agreement of the consolidation. The Board of Supervisors have voted six to five against the consolidation. Some of the seniors and Mr. De Guzman have been lobbying and circulating a petition supporting the consolidation.

Mr. Pitcher clarified that initially, the official issue presented to the Board was for approval of renewing the lease at 1049 Market Street. Since the SECF Commission's involvement

with the program, other issues have surfaced which have caused a different outlook on the progress of the program--the Mayor and Board were not satisfied with their findings. The renewal of the lease contract has not been approved and no funds are designated for paying the rent nor contractors who have done work in the building. This means that the legislation has died and the Senior Escort staff would have to resubmit legislation. Mr. Pitcher explained the procedures of such legislation and noted that only approved legislation by the Board of Supervisors are presented to the Mayor for signature or veto.

Commissioner Jones suggested that a letter be sent to the Board of Supervisors in appreciation of their actions and support. Also, that the Commission is still interested and wants to be apprised of the status of the Senior Escort Program.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Garlington and carried to send an appreciation letter to the Board of Supervisors. (Copies to be sent to the Mayor and appropriate persons)

Commissioner Jackson indicated that Mr. Harold Brooks was selected to serve on the newly formed Senior Advisory Board. Commissioner Palega recommended that seniors who have concerns should direct them to Mr. Brooks. The Commissioners agreed to invite Ms. Robinson, Director of the BVHP Senior Escort Program, to attend the next Commission meeting and give an update of the program.

VII. PUBLIC COMMENTS

There will be a dinner in honor of Mr. Troy Dangerfield who is retiring from the S.F. Police Department. The affair will be held at the Meridian Hotel on Saturday, October 14th, 7:00 p.m., cost is $40 and discount of $20 for seniors. Those interested in attending can contact the Officers for Justice.

On October 29th at the Southeast Community Facility, there will be a roast given for Mr. Sam Jordan, 7:00 p.m., free of charge. Entertainment and food will be provided.

The Elks Association is honoring Mr. Haorld Madison for his contributions to the community on November 4th, at the Southeast Community Facility, admission is $25.

VIII. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Palega and carried for adjournment. The meeting adjourned at 7:30 p.m.

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NOTICE OF

SOUTHEAST COMMUNITY FACILITY COMMISSION MEETING

October 25, 1989

SOUTHEAST COMMUNITY FACILITY
1800 Oakdale Avenue
San Francisco, California 94124

6:00 P.M.

AGENDA

I. CALL TO ORDER
II. ROLL CALL
III. APPROVAL OF MINUTES
IV. COMMUNICATIONS
V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR - CWP or DESIGNEE
VI. PETER JAMERO, EXECUTIVE DIRECTOR - HUMAN RIGHTS COMMISSION
VII. BESSIE FRANKLIN - SENIOR ESCORT PROGRAM
VIII. NEW BUSINESS
IX. PUBLIC COMMENT
X. ADJOURNMENT

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SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY and COUNTY OF SAN FRANCISCO

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Mayor

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M I N U T E S

WEDNESDAY, OCTOBER 25, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room Area
San Francisco, California

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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, Chairperson, on Wednesday, October 25, 1989 at 6:15 p.m.

II. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Peter Jamero, Executive Director, Human Rights Commission; Rufus Davis, BVHP Crime Abatement Committee; Calvin Hayes, Business Development, Inc.; Harold Brooks, Senior Escort Advisory Board; Cheryl Towns, Public Information Officer; Deborah Adams, Bill Jones, James Hawkins, Leroy McDonald and Renee Thompson, residents; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

III. APPROVAL OF MINUTES

Correction of October 12, 1989 minutes - Item VI, New Business, "The Plight of the Black Community for the Past 40 Years in San Francisco," Paragraph 2 should reflect: Commissioner Jackson expressed concern to conduct a study of the past 40 years as opposed to just the past 20-25 years.

Commissioner Madison moved for adoption of the October 12, 1989 minutes, seconded by Commissioner Palega and carried.

IV. COMMUNICATIONS

A letter was sent to the Board of Supervisors thanking them for their interest and effort toward investigating the Senior Escort Program.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that Mr. Cockburn has responsibility for all emergency operations for Department of Public Works (DPW) following the earthquake. The staff has been busy working at emergency operation centers throughout the City. The Clean Water offices sustained quite a bit of damages from the earthquake. In addition to fallen acoustical tile, there was severe water leakage which affected some of the signed Commissioners' I.D. cards. The I.D.'s will be ready for signatures at the next meeting.

Per Mr. Duncan, there has not been any structural damage to the Southeast Community Facility, however, there was a recurrence of roof leakage in the greenhouse. Overall, there appears not to have been any substantial structural damage to homes in this community compared to other districts. Mr. Brooks noted that there has been structural damage to homes on Gilman Avenue that have not been addressed. Mr. Pitcher explained that the reason efforts have been concentrated in the Marina district is because that is where the major damage in the City occurred--over 60 homes were severely damaged and reports are constantly coming in that there are more.

Mr. Pitcher advised that if anyone is experiencing any problems due to the earthquake, they should contact their insurance company (if homeowner), the DPW or Mayor's office to report that damages be inspected by the City Building Inspectors. There are some federal funds available through FEMA for any persons affected by the earthquake.

Commissioners Jones and Jackson attended the Board of Supervisors Finance Committee meeting earlier today. Commissioner Jones reported that the meeting went very well and the legislation recommended by the SECF Commission was approved by the Finance Committee. It is being forwarded to the full Board for adoption. The SECF Commission was recognized by the Committee for their positive efforts regarding the Senior Escort Program.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Ettinger and carried to accept Mr. Pitcher's report.

VI. **PETER JAMERO, EXECUTIVE DIRECTOR - HUMAN RIGHTS COMMISSION**

Mr. Pitcher introduced Mr. Jamero and acknowledged his efforts in accommodating the Commission. Mr. Jamero reported that the Human Rights Commission (HRC) did not plan to be isolated in terms of getting acquainted with the community and being of service on the various neighborhood issues that surround everyone--trying to achieve parity for the vulnerable ethnic communities in San Francisco. Mr. Jamero enlightened the Commission on certain issues:

a) AWSS Contract - Concern that P.G. & E. hired an out-of-town firm to work in this community where there seems to be little participation on the part of minorities was obviously an issue that the HRC needed to be very much involved. Once this was established, it was difficult to deal with the bureaucracy in this situation. Mr. Burt Campbell of HRC has been assigned to investigate this further. The AWSS contract involves the Public Utilities Commission (PUC), as well as state funding.

The HRC would like to establish a closer working relationship with the PUC, which essentially operates independently. Mr. Jamero has had some discussion with Mr. Arnold Baker of the PUC and is trying to operate on a consistent basis as to the role of the HRC and the PUC in terms of assuring business for minority contractors with the City. At this point, Mr. Jamero did not have much to report as far as results, however, the matter is being explored.

b) Involvement of HRC - It was Mr. Pitcher's understanding that the PUC is under the City ordinance relative to MBE/WBE. He asked if it were the responsibility of the HRC to enforce those ordinances as opposed to the PUC? Mr. Jamero replied "yes." Mr. Pitcher further stated that this would include all city contracts involving the PUC in San Francisco--

those city ordinances which affect affirmative action must be complied with. Mr. Jamero replied that this would apply to DPW contracts, where the HRC is definitely involved in enforcing the MBE/WBE provisions. In the case of PUC, they have their own unit and they have the power to conduct the business that the HRC would normally do with other city departments. This creates somewhat of a problem as far as where the HRC fits in on this type of situation.

Commissioner Jones asked that once a contract is awarded to a contractor, what is the mechanism that is used to assure MBE/WBE compliance? The HRC is involved before the awarding of the contract to the extent that the affirmative action plan is monitored and making sure that they are in compliance. Also, in cases where there is a joint venture, the HRC makes sure that the private contractor takes on a minority firm to assure that indeed it is not just a paper transaction and that in fact, a minority firm is involved in a meaningful way--not for the purpose of enabling the private contractor to get a bid preference. The DPW has responsibility for dealing with the day to day aspect of that particular contractor and HRC makes certain that the department takes care of business in terms of the minority and affirmative action parties. Mr. Jamero will have a written report on the activities of the HRC and will try to give an update at the next meeting on November 15.

c) Plight of the Black Community for the Past 25 Years in San Francisco - The Committee has had about two meetings since its formation. This issue came about at the 25th Anniversary Celebration of the HRC at City Hall. A number of organizations arrived at the conclusion that there was very little information that could be measured as to how much or how little the Black community has achieved in the past 25 years. A letter was sent to the HRC Chairperson urging the Commission conduct an appropriate study.

It was concluded that they did not want a quick study where a problem is detected and not fully explored resulting in questioning the validity of the study. It was decided by the Committee that the study should be a quality product and it would be a research effort that would meet all the tests of research conducted at universities (correct data and conclusions). There has to be a professional supervising to make certain that the research is focused and specific in achieving its intent. The HRC was asked to locate someone that could do this and several persons have been identified as probable candidates. However, the funding is not in place. The Committee has informed HRC that they

will be responsible for acquiring the necessary funds. It is hoped that this could be established by the middle of November.

There are small task groups generated from the Committee who are reviewing various facets and identifying where data might be collected, e.g. economic conditions, education, etc. They are in the process of identifying where the needed resources are, e.g. libraries, Sacramento, HRC files, etc. Also, try to access information from churches. A professional person is needed to assure that this is a quality survey and that it is successful and can meet the standards of a research.

Essentially, the 25 year time span was the Committee's decision--perhaps observing 10 or 5 year intervals (significant points during this period). Commissioner Jackson addressed the issue of conducting the survey from the early 40's as opposed to just the past 25 years. There was further discussion on the timeframe and Mr. Jamero said he would convey the information to the Committee. He concluded that he would keep the SECF Commission informed as to the public meetings of the Committee.

Mr. Pitcher asked if the HRC assisted entrepreneurs (contractors, electricians, etc.) in certification to qualify for City jobs. Mr. Jamero replied that HRC has not done much outreach, however, he has plans to have periodic job fairs. Mr. Pitcher offered the use of the SECF, Community Room to hold such events at some future date.

Commissioner Jones thanked Mr. Jamero for his presentation and will look forward to an update at the November 15th meeting.

II. **BESSIE FRANKLIN - SENIOR ESCORT PROGRAM**

Ms. Towns stated that Ms. Franklin informed her that she would be late to the meeting. Mr. Pitcher spoke to Ms. Robinson and was informed that she would be on vacation; however, she assured him that Ms. Franklin would give an update of the Senior Escort Program at the meeting. He was very concerned that there was no representation present. Commissioner Palega suggested that a letter be sent stating the Commission's disappointment. Commissioner Jones added that the letter be directed to Ms. Robinson informing her that the Commission will meet on November 15 and request that she be in attendance.

II. **NEW BUSINESS**

Commissioner Jones congratulated Mr. Brooks on his new appointment to the Senior Escort Advisory Board. Mr. Brooks offered to submit a monthly written report on the activities of the Senior Escort Advisory Board and Program.

IX. **PUBLIC COMMENTS**

Commissioner Jones announced that the S.F. Toxic Waste Management Planning Committee will hold a public meeting on October 26 at 6:00 p.m., 101 Grove Street, 3rd floor conference room. Commissioner Jackson expressed concern regarding the toxic waste in the community and encouraged everyone to be present at the meeting.

Commissioner Garlington thanked Mr. Pitcher, Mr. Cockburn and DPW for following through on repairing the street near her residence.

X. **ADJOURNMENT**

A motion was made by Commissioner Garlington, seconded by Commissioner Ettinger and carried for adjournment. The meeting adjourned at 7:45 p.m. Next meeting will be held on November 15, 1989, 6:00 p.m.

SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY and COUNTY OF SAN FRANCISCO

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NOTICE OF MEETING

Wednesday, November 15, 1989

6:00 P.M.

AGENDA

I. Call to order
II. Roll Call
III. Approval of Minutes
IV. Communications
V. Report - Todd Cockburn, Executive Director - CWP or Designee
VI. John Roddy, Deputy City Attorney - Brown Act Revisions
VII. Peter Jamero, Executive Director - Human Rights Commission
VIII. Rosia Robinson - Senior Escort Porgram
IX. Committee Report - Childcare & Senior Area Vacancies
X. New Business
XI. Public Comment
XII. Adjournment

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SOUTHEAST COMMUNITY FACILITY COMMISSION

CITY and COUNTY OF SAN FRANCISCO

AGNOS
Mayor

ley Jones
esident

agi Palega
President

rie Brown

Ettinger

Garlington

ola Jackson

Madison

M I N U T E S
THURSDAY, NOVEMBER 15, 1989
6:00 P.M.
1800 Oakdale Avenue, Community Room
San Francisco, California

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I. **CALL TO ORDER**

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, November 15, 1989 at 6:20 p.m.

I. **ROLL CALL**

Commissioners

Present: Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Excused: Commissioner Bobbrie Brown

Others Present: John Roddy, Deputy City Attorney; Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; Peter Jamero, Executive Director, Human Rights Commission; Rufus Davis, BVHP Crime Abatement Committee; Adelbert "Burt" Campbell, Nathaniel Mason and James Fields, Human Rights Commission Staff Persons; Rosia Robinson, Director, BVHP Senior Escort Program; Cheryl Towns, Public Information Officer; Rebecca Stark, President, Crime Prevention Councils; Bessie Franklin, Senior Escort Staff Person; John Laird, resident; Willie McDowell, Staff Person, CWP; and Liz Palega, Secretary, SFCCD/SECF Commission.

I. **APPROVAL OF MINUTES**

Commissioner Jackson moved for adoption of the October 25, 1989 minutes with necessary corrections, seconded by Commissioner Garlington and carried.

V. COMMUNICATIONS

The legislation submitted by the SECF Commission to substitute the term President for Chairperson and to increase the payment for attendance of Commission meetings was approved by the Board of Supervisors and signed by the Mayor. Copies of the document were available for the Commissioners' perusal.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Mr. Pitcher reported that Mr. Cockburn is still occupied with the emergency operations for Department of Public Works.

Mr. Wil Hardee, Deputy Director of Community Relations for PG & E, was contacted to meet with the Commission at the first meeting in December.

The Commissioners' photographs were also damaged from the earthquake and the negatives will be reviewed to determine if retakes are necessary.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Palega and carried to accept Mr. Pitcher's report.

I. JOHN RODDY, DEPUTY CITY ATTORNEY - BROWN ACT REVISIONS

Copies of the latest revisions to the Brown Act were distributed for the Commissioners' perusal. Mr. Roddy was available to answer questions relative to the Brown Act. He explained that such revisions occur every year.

I. PETER JAMERO, EXECUTIVE DIRECTOR - HUMAN RIGHTS COMMISSION

Mr. Jamero reported that there has been some progress on the AWSS issue since the last meeting. Mr. Campbell has been in contact with the persons involved with the construction and Mr. Mason has gathered some background information.

Mr. Campbell stated that HRC has been reviewing the AWSS Project in terms of who was the decision-making body and who was responsible for providing affirmative action. As a result of HRC's inquiries, the PG & E's regional division, community relations office and equal employment opportunities program will review their plans on a consistent basis--to make certain that contractors are more sensitive to the kinds of responsibilities they have with working in various communities and that

the work force reflect the community. Even though HRC did not have direct jurisdiction in the AWSS project and could not change the contract, their intervention caused PG & E to review their program so that it is more effective and responsive to the needs of the community. Another project involving Third Street, through the DPW, is underway and there is 60% minority participation.

Mr. Wil Hardee will be responsible for developing some type of mechanism to report back to the SECF Commission. Mr. Campbell will meet with the Director of the Equal Employment Opportunities Program (EEOP) to ascertain feedback of the PG & E meeting. Mr. Campbell felt that there should be an ongoing relationship with PG & E and the HRC so that incidents such as the AWSS project do not recur and appropriate resources can be utilized.

HRC has access to individual contractors, subcontractors and agencies in the community, e.g. Young Community Developers, Ella Hill Hutch Center, etc. for employment referrals. HRC has project monitors to encourage contractors to make bids.

Commissioner Jones suggested that HRC establish an organization within the BVHP community to alert the community in advance of upcoming projects. She felt that this avenue has not been focused on. Mr. Campbell expressed that there is a need to identify agencies already established for this purpose, rather than creating a new one. A commitment needs to be made by HRC to assure that other agencies/contractors such as PG & E also use the same resources so that the information is received at the same time. Commissioner Jones concluded that this process needs to be formulated through the HRC. Mr. Campbell explained that there is a process called the "Good Faith Effort" in which the contractors make an initial contact with various agencies.

Mr. Jamero noted that it is the intention of the HRC to stay abreast of these matters and a mechanism needs to be devised. HRC plans to be present at the PG & E meeting and participate in the deliberation. He felt that the community in every incident should be involved from the beginning. The HRC has the authority to make sure that the contracting business of the City is open to minorities and women. The HRC has to open more doors by locating the legitimate resources of contractors or potential workers and make it available to people who are doing business with the City. Mr. Mason felt that the community should be responsible for identifying the agency to sit in with the contractors and stipulate what is needed.

Commissioner Palega requested that all communications of such nature be sent to the Commission since they have been somewhat of a liaison to the community. Commissioner Ettinger asked

that a timeline be established with a report to the Commission of the community resources. Mr. Jamero will report at the December 14th meeting.

Mr. Fields noted that the "Memorandum of Agreement" is no longer in existence. He explained how effective it was and proposed that it be reactivated. Mr. Pitcher added that this was known as the "Resident Hiring Policy"--the goal was that 50% of jobs were given to community persons. This City agreement was effective for five years and after that period, it expired. Mr. Mason suggested that the policy be reactivated by the community and HRC can assist once it is implemented. Commissioner Jackson suggested that a Committee be formed to assist in the implementation process. Commissioner Palega was chosen to Chair and Commissioners Jackson and Garlington offered to serve on the Committee.

Mr. Jamero sent a memo to the Task Force conducting the study of the Plight of the Black Community requesting that the time period prior to 1964 (the early 1940's) be considered as a baseline. Mr. Campbell concurred that the concept of conducting a study from 1940 would be ideal, however, no time frame has been determined. Mr. Fields added that stats have been compiled reflecting that in 1940 there were less than 5,000 Blacks in San Francisco, in 1964 there were 96,000 and since that time, the population has been decreasing. Mr. Fields will send copies of the stats for the Commissioners' review.

Mr. Fields stated that there was not a great deal to report since the last Committee meeting on September 20. At that time, the group was divided into six subcommittees: education, employment, entrepreneurship, etc. The purpose of the subcommittees was to explore the issues facing the Black communities, e.g. expulsion, drugs, unemployment, etc. Basically, the concept is to lay out the problems, however, it has been difficult trying to prioritize which problem is more important. The Committee will have to condense the report, set up a basic process for identifying problems and try to focus on what the community will benefit from the study. A professional person will be hired to conduct the study.

Mr. Jamero announced that preliminary planning for the 1990 census is being conducted and it has been questioned as to the extent to which a full count can be obtained. The Mayor is concerned that this could cost the City money if a full count is not obtained. Accurate stats are vital in assuring that the City receives what it is entitled to from a national, state and local level. There are many reasons why people do not want to cooperate with census takers. Commissioner Jackson asked if the HRC will make sure that minority communities are aware of

the importance of a full count census and that it is confidential. She suggested that the census be taken within the community by persons who are known by the residents. Mr. Jamero indicated that the Mayor has formed a task force of 25 persons to inform the community.

Commissioner Jones thanked the HRC representatives for their report and hopes that they can establish a closer working relationship with the SECF Commission. When a date is set for the PG & E meeting, the HRC will notify the SECF Commission.

I. **ROSIA ROBINSON - SENIOR ESCORT PROGRAM**

Ms. Robinson reported that the BVHP Senior Escort Program is in operation, although the administrative staff is still moving towards consolidation. A full staff meeting has been scheduled for November 16th at the Hall of Justice, Room 551, from 1:00 to 5:00 p.m. Staff members have asked for postponement because many of them will be unable to attend--the time was not feasible. This request was ignored by the administration and the meeting is scheduled as planned.

Only the BVHP office staff has been reduced from four to two. On October 27th, the BVHP office received notification that a staff person will be transferred to the Western Addition/ Mission office. The justification for the transfer was that some of the employees were originally from the Western Addition, the productivity in BVHP is low compared to other offices South of Market, BVHP has a unique set up of two vans at their disposal and many of the seniors in this community do not need escorts to remain with them during their appointments. Ms. Robinson emphasized that this was not so.

When the BVHP acquired the Delancey Street contract, they were informed that the clients would be able-bodied seniors. This is not true--there are blind persons, stroke victims and mentally ill persons. At present, seniors who are being left alone at doctor's offices really should have escorts. It was discovered that different stipulations and demands were being placed on the BVHP office as compared to other offices.

The BVHP office already has one staff person who has been out on disability for four months and another person will be on vacation for the month of November. There was a staff person sent on a temporary basis to replace one person. When that person returns, the replacement will be transferred--leaving a staff of three. There are EOC workers available who assist in the office, however, they cannot be left unattended. It has been difficult for the BVHP program to function appropriately

in fulfilling the needs of the community.

The BVHP production for the month of October was as follows: a) there were 191 seniors serviced (83 were Delancey Street clients); b) there were 34 additional seniors that were cancelled (majority was due to the earthquake); c) the program serves an average of 8 to 10 individual seniors per day (the highest day was 16 and lowest was 5); and d) eleven group trips were made--servicing about 100 seniors.

Ms. Stark indicated that there has not been a meeting of the Senior Advisory Committee. There was further discussion of the present operation and status of the program. Commissioner Jones concluded that the BVHP community is being penalized because of the stand that the SECF Commission made. She assured that action will be taken on the part of the SECF Commission because the seniors are being affected. She thanked Ms. Robinson for her informative report.

ACTION: A motion was made by Commissioner Palega and seconded by Commissioner Jackson to send a letter to the Mayor informing him that seniors are being lobbied to contact the Board of Supervisors against a motion that was made to hold off on the consolidation (copies to be sent to Mr. De Guzman and Mr. David Parks, the Operations Director). The letter should also reflect that the SECF Commission was quite disturbed about the situation of the BVHP seniors being penalized for actions of the Commission.

Mr. Pitcher suggested that Mr. De Guzman be contacted to ascertain what occurred. Commissioner Jones felt that the SECF Commission has sent enough letters and it was time that a a meeting with the Mayor take place.

ACTION: Commissioners Palega and Jackson rescinded the motion.

Commissioner Ettinger suggested that prior to meeting with the Mayor, a record of the Commission's actions should prepared.

Ms. Towns explained the legislative process and the line of authority relative to Senior Escort. Commissioner Jones asked whether the efforts of the Commission were useless. Mr. Quinn replied that the issue originally presented before the Board of Supervisors regarding renewal of the Senior Escort's lease was blocked--which in essence, was the vehicle to stop the consolidation. That action caused the Mayor and Police Commission to realize the situation with the consolidation.

Commissioner Jackson asked whether the meeting with the Mayor would be at the Mayor's office or in the community? She recommended that he address the community-at-large. Commissioner Palega concurred, however, since time was a factor, an audience with the Mayor at his office would be in order with a later meeting scheduled with the community.

ACTION: A motion was made by Commissioner Palega, seconded by Commissioner Garlington and carried to request a meeting with the Mayor regarding the Senior Escort Program.

Commissioner Jones will contact the Mayor's Office to schedule a meeting. She encouraged all Commissioners to be present at the meeting. Ms. Stark was also asked to be in attendance.

X. COMMITTEE REPORT - CHILDCARE & SENIOR AREA VACANCIES

The Childcare Committee met on Monday, November 12th, to discuss the RFQ's. Commissioners Madison, Ettinger and Jackson, Ms. Careth Reid, Ms. Doris Landry and Clean Water staff were in attendance. The childcare space was advertised throughout the media as planned. About 25 inquiries were received and 12 tours of the facility made. By the deadline of November 5th, no completed responses to the RFQ's were received. It was discussed that the lack of responses to the RFQ was perhaps because of lack of funding (public funding for childcare slots and monies to start new childcare programs).

Ms. Landry reported that the Childrens' Council feels that the greatest need is in preschool and infant care. The Director of the Rainbow of Stars Development Center, Ms. Leona Cannon-Hunter, did submit a partially completed proposal. The Committee did not recommend that the proposal be accepted, however, the full Commission was asked to review it.

Ms. Reid offers a 24-hour childcare at Whitney Young consisting of 30 slots--only 16 slots have been filled primarily by postal employees. The Nurses Association and Muni have been contacted and Ms. Re d has made numerous speaking engagements regarding the 24-hour care, but the slots are still not filled. She advised that the Commission be well informed before pursuing a 24-hour facility. She recommended that the Commission consider the possibility of opening an "Almost Well Center" for children who cannot attend other childcare facilities due to colds and minor illness. At present, this type of service is not being offered anywhere in San Francisco. There are facilities in Marin and Alameda counties. She believed that funding for this would be fairly easy to secure, primarily through United Way.

This program would correlate with the LVN Program at the Southeast Community College Center.

Ms. Towns reported that a developer by the name of Martin Gaewhiler has agreed as a mitigation measure, to construct a childcare center on a development parcel on Williams Street (across from the old Safeway). His program could be linked to an Almost Well Center, should the Commission decide to go that route. Also, a nonprofit corporation should be sought to operate the Almost Well Center. Mr. Quinn felt that Ms. Reid's suggestion was the best vehicle to speed up the process of opening the facility.

Commissioner Madison commended Commissioner Ettinger on his report. He emphasized that the main limitation in getting a successful bid for the space was that there are no funds available from the State for childcare.

Commissioner Jackson asked that the Commission explore the possibility of hiring their own Director to operate the facility. Mr. Roddy questioned the source of funding. Commissioner Jackson suggested the mitigation. Mr. Roddy clarified that there would be problems in using sewer services charge monies. Also, if City funds are involved, they would have to go before the Finance Committee.

Commissioner Madison indicated that even if it were legally possible for the Commission to hire a staff to administer a day care center, he was not sure that they would have anyone except private and non-subsidized children. He was not sure that this would be the best method because they would probably not be able to achieve the goals of the Commission. It was his understanding that the number of subsidized slots available is a certain number and they are all committed. The only way subsidized childcare in this facility can be obtained is to locate a provider who already has a program with the slots.

Commissioner Jones stated that the majority of childcare centers in this area have an extensive waiting list. As far as filling the slots, it would not be difficult. The slots are allocated according to the availability of funds. Infant care is very much needed and it is a matter of acquiring the funds. This possibility needs to be explored thoroughly. She recommended that during the meeting with the Mayor, the problems of trying to get the childcare center open should be addressed. People want to secure the facility, however, they do not have the physical capability of operating the center. Resources for funding need to be sought within the City.

Starting a day care center costs an exorbitant amount of money. As previously mentioned, the State is not issuing monies for subsidized childcare and there are no expansion funds. Grant writing is a possibility. There needs to be a base type of facility to place sick children. Regardless of what type of day care center the Commission plans to house in the facility, they must meet the State guidelines.

Commissioner Madison noted that there are three possible courses of action the Commission could pursue: a) locate resources to enable the Commission to hire a Director; b) review the concept of an Almost Well Center; and c) approach the S.F. Community College District to resubmit their proposal for operating the facility. The Committee is not making recommendations at this time because they would like to explore the alternatives.

Commissioner Jones had concerns with the third course of action because the SFCCD did not want to bring new children into the program--they were requesting to relocate the children that were already a part of their program. The main issue is to open the facility for children that are on waiting lists. There are many childcare centers that would prefer to relocate their existing slots into the SECF, however, that is not the intent.

Commissioner Madison questioned why no one applied? Mr. Pitcher replied that there have been inquiries but they were discouraged because it was noted in the RFQ that this was to be an additional center--not a relocation of an existing center. Perhaps this is another reason why there were no applicants. Ms. McDowell and Mr. Duncan commented on the initial concept of the childcare center.

Commissioner Jones asked that Mr. Pitcher and Mr. Quinn check within the Bay Area to see if there are any municipal agencies involved in operating a childcare center and to have this information ready for the meeting with the Mayor.

Commissioner Ettinger asked that the partial proposal submitted by Ms. Cannon-Hunter be addressed.

ACTION: A motion was made by Commissioner Madison, seconded by Commissioner Ettinger and carried to forward a letter to Ms. Cannon-Hunter thanking her for her interest in submitting a proposal, but that it was not complete and could not be given consideration.

ACTION: A motion was made by Commissioner Jackson, seconded by Commissioner Madison and carried to accept Commissioner Ettinger's report.

X. NEW BUSINESS

Mr. Pitcher clarified that the legislation was approved only for the title of President. The Rules of Order will have to be amended to change the title of Vice Chairperson to "Vice President." This will be placed on the agenda for the next Commission meeting, December 14, 1989.

Commissioner Garlington wanted to know when the name of the facility will be placed on the exterior part of the building? Mr. Duncan stated that the staff is in the process of negotiating with contractors. To date, no contractor has been identified for the job. It is assumed that the work will be completed by March of next year.

Commissioner Jackson questioned the status of the SECF Manager's position. Mr. Pitcher replied that this will be on the agenda for the December 14th meeting. Mr. Quinn added that the discussion of criteria should be in public session and negotiations could be in closed session.

XI. PUBLIC COMMENTS

Commissioner Ettinger asked that the next scheduled meeting on November 20th be cancelled because there is not a need to meet.

ACTION: A motion was made by Commissioner Garlington, seconded by Commissioner Ettinger and carried for cancellation of the Commission meeting on Monday, November 20, 1989.

The staff will mail notices of above action.

II. ADJOURNMENT

A motion was made by Commissioner Garlington, seconded by Commissioner Ettinger and carried for adjournment. The meeting ing adjourned at 8:50 p.m. The next meeting will be held on December 14, 1989, 6:00 p.m.

SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY and COUNTY OF SAN FRANCISCO

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NOTICE

OF

CANCELLED MEETING

Monday, November 20, 1989

The specially scheduled meeting of the Commission has been cancelled. The next regularly scheduled meeting will be Thursday, December 14.

November 15, 1989

1800 OAKDALE AVENUE SAN FRANCISCO, CA 94124 (415) 821-1534 (415) 550-2750

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NOTICE OF MEETING

Thursday, December 14, 1989

6:00 P.M.

AGENDA

I. Call to Order
II. Roll Call
III. Approval of Minutes - November 15, 1989
IV. Communications
V. Report - Todd Cockburn, Executive Director - CWP or Designee
VI. Human Rights Commission Staff Report
    a. Discussion of Affirmative Action policies (John Ulrich and Wil Hardee of PG&E will be available to answer questions)
VII. Discussion of Childcare Facility
VIII. Discussion of Commission's Staff Positions
IX. Amendment of Rules of Order - Rule 6 - Designation of President and Vice President in lieu of Chairman and Vice Chairman
X. New Business
XI. Public Comment
XII. Adjournment

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SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY and COUNTY OF SAN FRANCISCO

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M I N U T E S
THURSDAY, DECEMBER 14, 1989
6:00 P.M.
1800 Oakdale Avenue, Dining Room Area
San Francisco, California

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I. CALL TO ORDER

The regular meeting of the Southeast Community Facility Commission was called to order by Commissioner Jones, President, on Thursday, December 14, 1989 at 6:10 p.m.

I. ROLL CALL

Commissioners

Present: Commissioner Bobbrie Brown
Commissioner Matt Ettinger
Commissioner Ethel Garlington
Commissioner Espanola Jackson
Commissioner Shirley Jones
Commissioner Scott Madison
Commissioner Sululagi Palega

Others Present: Harry Quinn, Department of Real Estate; Alex Pitcher, Public Affairs Manager, CWP; Robert Duncan, SECF Manager; John Ulrich and Wil Hardee, Executive Staff, PG & E; Rufus Davis, BVHP Crime Abatement Committee; Nathaniel Mason and Adelbert Campbell, Human Rights Commission Staff Persons; Doris Landry, S.F. Children's Council; Laroy McDonald, Business Development, Inc.; Cheryl Towns, Public Information Officer; Willie McDowell, CWP Staff Person; and Liz Palega, Secretary, SFCCD/SECF Commission.

I. APPROVAL OF MINUTES

Commissioner Jackson moved for adoption of the November 15, 1989 minutes with necessary corrections, seconded by Commissioner Garlington and carried.

IV. COMMUNICATIONS

In addition to the communications sent in the mail, the following were submitted for the Commissioners' perusal: a) Far West Lab has expressed an interest in leasing the childcare facility to house the S.F. Head Start Program; b) A draft of the proposed job description for the Executive Director position; and c) The Bureau of Water Pollution Control is conducting a Pre-Apprentice Stationary Engineer Training for residents of southeastern San Francisco.

Commissioner Madison questioned the interest of the Commission regarding the accident that took place in the Community Meeting Room. Mr. Pitcher had requested a report for the record from the person permitted to use the facility. To date, the injured party has not communicated with staff nor has she filed a claim against the Commission. The meeting room has been checked for hazards and risk areas; seemingly, it is safe and up to standards. At least 10,000 persons have entered that area since it opened in 1986 and this is the first of such incidents.

V. REPORT - TODD COCKBURN, EXECUTIVE DIRECTOR, CWP OR DESIGNEE

Report was deferred until next meeting.

VI. HUMAN RIGHTS COMMISSION STAFF REPORT - DISCUSSION OF AFFIRMATIVE ACTION POLICIES

Mr. Pitcher introduced Mr. John Ulrich and Mr. Wil Hardee of PG & E, who were invited to report on the company's affirmative action policy and the role it played in the AWSS construction.

Commissioner Jackson explained the sequence of events that led to this meeting with PG & E. Mr. Hardee reported that when he received the information, it was asked that the AWSS construction cease its operations. The PG & E staff have met with some community organizations, subsequent to what had occurred. The Bayview Merchants Association (BMA) and PG & E are trying to establish a working relationship. BMA submitted a letter on behalf of PG & E (a copy of the letter was circulated among the Commissioners).

PG & E has a few resources available. They would like to interact with city-wide community organizations and HRC to innovate residents in networking so that when jobs become available, the PG & E Resource Manager would know whom and where to contact for available applicants. This process was initiated some time ago and it is hoped that more work can be done to improve it. The AWSS issue was probably a result of the network process not being in effect.

Commissioner Jackson noted that HRC's involvement in the AWSS project was because their affirmative action hiring practices were questioned. She spoke further about the construction site and the hazardous conditions of the roads, namely the metal plates covering the pavement.

Mr. Ulrich explained that the project is a joint venture between PG & E and DPW. Most of PG & E's work was completed about a month ago and it would be difficult trying to establish which firm is at fault. However, it is the practice of PG & E to place loose asphalt around the steel covers. Mr. Ulrich assured that he would investigate the metal plates and if they belonged to PG & E, he would have them covered appropriately.

PG & E crews/employees did not do the actual work, however, they did hire this particular contractor to work in various parts of the City (involvement of $1 million). The total pipeline cost is about $10 million for the work in San Francisco. The larger jobs have been split into smaller jobs to allow for small firms to bid for the contracts.

Commissioner Garlington questioned the bidding process in terms of whether or not the information reached the BVHP contractors and if so, what resources were used? Mr. Ulrich replied that the individual businesses and prequalified applicants were notified by mail, however, as a whole, the community was not informed. He did agree that the Third Street construction project was handled poorly. (The bidding process was explained in detail.)

Mr. Hardee indicated that there have been some activities involving minority contractors, but it is not nearly enough. PG & E is asking for assistance in acquiring the resources so that the job announcements can be received by all qualified contractors and workers.

Mr. Ulrich clarified that contractors who interview for PG & E projects are mandated, in the job description, to show minority participation. In the contract specifications, PG & E requests that the contractors do outreach to seek qualified minority businesses and women to do subcontracting. This particular agreement with the contractor also requires that management hire the majority of employees from union halls in San Francisco. It was noted that PG & E does not limit their hiring practices to just businesses in San Francisco because it would be considered discrimination.

Commissioner Jackson suggested that a waiver be implemented to allow employment for minority workers who cannot pay union dues because of no work. This waiver would be on a temporary basis

until such time that a paycheck can be earned. Some consideration should also be given to qualified minority businesses.

Commissioner Palega questioned the efforts made by PG & E: a) to assure that minority contractors will be able to bid for jobs in the future; b) to seek assistance or discuss the previous project with HRC; c) to meet the needs of the community; and d) to give minority contractors and workers the opportunity to apply. Mr. Mason indicated that HRC will work with Mr. Hardee in devising a plan for better outreach. Commissioner Jones suggested that PG & E contact Young Community Developers (YCD) at 822-3491, as a resource to seek workers. Also, that YCD and Mr. Pitcher be sent announcements of PG & E activities.

Commissioner Palega suggested that PG & E work with HRC and the City Purchaser's Office who have access to the list of minority contractors. (Commissioner Palega will assist in this matter.) Mr. Mason added that this particular directory should be updated every three to four months. It was noted that the Business Development, Inc. has compiled a list of certified minority contractors, in every trade, throughout northern California.

Mr. Hardee expressed how appreciative he was of the Commission's concern. Commissioner Jones thanked Mr. Ulrich and Mr. Hardee for their report.

. DISCUSSION OF CHILDCARE FACILITY

Commissioner Jones reported that Mr. Pitcher was contacted by Ms. Donna Bellorado, Executive Director of the S.F. Head Start Program requesting a meeting to discuss the possibility of occupying the childcare space. Commissioners Jones and Ettinger met with Ms. Bellorado and it was decided that she submit a letter to the full Commission. Far West Lab plans to house the Head Start Program consisting of 80 slots (40 children in the morning and 40 in the afternoon, 3-5 years of age). The program was located at the Burnett School, however, since the earthquake SFUSD has relocated some of their administration to that facility.

Ms. Stark, Commissioners Palega, Ettinger and Jones met with the Mayor and Ms. Lynn Beeson, the Childcare Coordinator for the Mayor's Office. The issue of trying to acquire a tenant for the childcare facility was discussed. The main problem was that there were no start-up funds available. The Mayor felt that the space should not be leased to a profitable organization and the Commission should continue seeking a nonprofit provider so that the space can be utilized for the purpose/intent that it was for, e.g. low-income, subsidized families, etc.

Also, it was mentioned that consideration should be given to a short-term lease with Far West Lab in which the contract is only until May of 1990. The program has not had services in this area since May of this year and they are trying to extend the contract through the summer in order to use some of the monies that were allocated. There may be some funds available from the federal government, but this will not occur until October of 1990. There may also be some sweep-up/excess funds from the State (monies that were allocated and not used), but that will not be available until after June 30th. The SECF has a good chance of acquiring some of these funds if they materialize. The Mayor has applied for these funds for the San Francisco area.

Commissioner Jones recommended that the Commission allow the Head Start Program to use the space on a short-term basis. The program has been offered space at Jedediah Smith, but there are renovations that are needed.

Mr. Quinn noted that there are two aspects to consider: a) The leasing of space by the Head Start Program; and b) a Memo of Understanding between Far West Lab and the Commission which would reflect how the program should operate. The main focus should be the actual operation of the child care program. This is not the responsibility of the Department of Real Estate; it may have to come from Ms. Beeson of the Mayor's Office. The Department of Real Estate can, however, incorporate the lease agreement.

Commissioner Ettinger indicated that the Commission should make a decision in terms of entering into a short-term lease with Far West Lab by January 3rd so that they can qualify in securing their program. One of the concerns is that by entering into a short-term lease arrangement, it could be difficult trying to remove the tenant. The lease agreement should be very specific in that it is a short-term lease and the Head Start Program will vacate upon the expiration of the lease or renegotiate another contract. The main goal is to bring Head Start back into the community and realizing that there is no commitment from the Commission that they will continue to occupy the space after the end of May. The lease agreement can be adjusted according to Far West Lab's funding.

Commissioner Jones added that Far West Lab would only be awarded the contract on an interim basis. The contract would then go out for bid and there is a possibility that Far West Lab would not be the agency to get the contract from the federal government. Whomever gets the contract, at that point, renegotiations would have to be made pertaining to the lease agreement and adjusted accordingly. Leases of all nonprofit organizations throughout this community consist of a clause that states "On Availability

of Funds". This means that if an agency is not refunded and cannot occupy the space, they are automatically vacated.

Commissioner Ettinger had another concern that Far West Lab operates a split schedule. Should SFUSD provide the needed improvements at the Jedediah Smith site, e.g. installing a playground area, additional lavatories, etc., Far West Lab should also consider that option.

During the meeting with the Mayor, it was discussed that the facility can be made operational by the next six months and an operator can be sought to provide the services intended of the childcare facility. Mr. Quinn stated that if the intention is to permit Far West Lab to utilize the space by January 3rd, then they have to apply for a facility license which will expedite the licensing process for the SECF.

Commissioner Jones stated that Head Start has applied for additional funding to cover 100 slots. Commissioner Ettinger noted that Far West Lab has a budget of $700-$800 for rent. Mr. Pitcher suggested that a rent schedule be provided for Far West Lab that is affordable and waive the difference until a designated period of time. The rent is negotiable. Mr. Quinn cautioned that if the rent is $500 or more, it would have to go before the Board of Supervisors for approval. There was further discussion on how to proceed with a short-term lease and the rental fee to charge Far West Lab, should their request be accepted. Commissioner Ettinger recommended that in the lease agreement it specifies the actual rent of the facility.

> **ACTION:** A motion was made by Commissioner Madison, seconded by Commissioner Garlington and carried to accept Far West Lab's request for a short-term lease of 6 months. Mr. Quinn will draft a lease agreement with the specifics and appropriate language to allow the Commission to negotiate an agreement without the need for approval from the Board of Supervisors.

Commissioners Ettinger and Jones, and Mr. Quinn will meet with Ms. Bellorado on Monday, December 18, 1989, 4:30 p.m., in the SECF Dining Room. Mr. Pitcher will notify Ms. Bellorado of the meeting.

> **ACTION:** A motion was made by Commissioner Ettinger and seconded by Commissioner Garlington to arrange a special meeting with Far West Lab as soon as possible to discuss the terms that will be entered into the lease agreement.

Mr. Quinn quoted that under the Brown Act, the Commission is allowed to discuss the lease in closed session. A Real Estate

lease is not part of an open forum. He will submit a negotiated lease between Far West Lab and the City for the Commissioners' review and be in consultation with Far West Lab.

Mr. Pitcher asked that since time is of the essence and the next Commission meeting is December 27th, would it be possible to negotiate the lease within the next couple of days and then call an emergency Commission meeting to discuss, finalize and approve the agreement prior to December 29th.

ACTION: Commissioner Ettinger withdrew his motion.

Commissioner Brown questioned the status of the GAIN Program. Commissioner Jones replied that the program is ready to begin, however, they do not have money for operational expenses--only for providing services for GAIN children at market rate ($8+, per child, per day).

The Far West Lab slots will be designated for only Bayview Hunters Point. Mr. Quinn asked if it were possible for two providers to occupy the space, since the capacity of the facility allows for 44 slots at any given time and there will be an additional four slots left after Far West Lab occupies the space. Ms. Landry will explore the possibility of other subsidized agencies sharing the space with Far West Lab.

Commissioner Jones concluded that a group of childcare providers met to discuss the possibility of forming a consortium, whereas, the providers would be the delegating agency and obtain the funds directly. A meeting has been scheduled for January 10, 1990.

II. DISCUSSION OF COMMISSION'S STAFF POSITIONS

Discussion to be continued.

IX. AMENDMENT OF RULES OF ORDER - RULE 6 - DESIGNATION OF PRESIDENT AND VICE PRESIDENT IN LIEU OF CHAIRMAN AND VICE CHAIRMAN

ACTION: Commissioner Madison moved to accept the amendment of the Rules of Order as noted above, seconded by Commissioner Ettinger and carried.

X. NEW BUSINESS

No new business to discuss.

I. PUBLIC COMMENTS

No public comments were made.

I. ADJOURNMENT

A motion was made by Commissioner Brown, seconded by Commissioner Madison and carried for adjournment. The meeting adjourned at 8:30 p.m. The next meeting will be held on December 27, 1989, 6:00 p.m., unless notified otherwise.

SOUTHEAST COMMUNITY FACILITY COMMISSION
CITY and COUNTY OF SAN FRANCISCO

T AGNOS
Mayor

rley Jones
President
lagi Palega
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brie Brown
tt Ettinger
Garlington
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NOTICE OF MEETING

Wednesday, December 27, 1989

6:00 P.M.

AGENDA

I. Call to Order
II. Roll Call
III. Approval of Minutes - December 14, 1989
IV. Communications
V. Report - Todd Cockburn, Executive Director - CWP or Designee
VI. Discussion of Proposed Childcare Agreement with Far West Laboratory
VII. New Business
VIII. Public Comment
IX. Adjournment

1800 OAKDALE AVENUE SAN FRANCISCO, CA 94124 (415) 821-1534 (415) 550-2750

SOUTHEAST COMMUNITY FACILITY COMMISSION

December 27, 1989

The Minutes of this meeting are missing.

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